

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4800.2C CHG 1

10/03/03

SUBJ: UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY

1. **PURPOSE.** This change updates and clarifies procedures contained in Chapter 8, Disposal of National Airspace Systems (NAS)/Equipment, of the latest version of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

2. **DISTRIBUTION.** This order is distributed to the division level in the Washington headquarters, regions, and centers, and a standard distribution to all field offices and facilities.

3. **EXPLANATION OF CHANGES.** This revision:

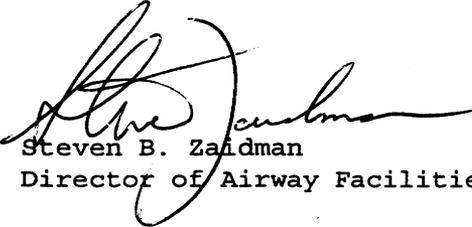
a. Updates Chapter 8, Disposal of NAS Systems/Equipment, and incorporates Appendix 6, NAS Systems/Equipment Disposal Plan Guide, which provides detailed instructions.

b. Updates organizational titles and incorporates additional acronyms.

4. **DISPOSITION OF TRANSMITTAL.** Retain this transmittal.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v	5/31/96	v	5/31/96
vi	5/31/96	vi	10/03/03
		ix(and x)	10/03/03
8-1 thru 8-6	5/31/96	8-1 thru 8-6	10/03/03
Appendix 2,	5/31/96	Appendix 2,	10/03/03
Pages 1-2		Pages 1-2	
		Appendix 6,	10/03/03
		Pages 1-16	


Steven B. Zaidman
Director of Airway Facilities

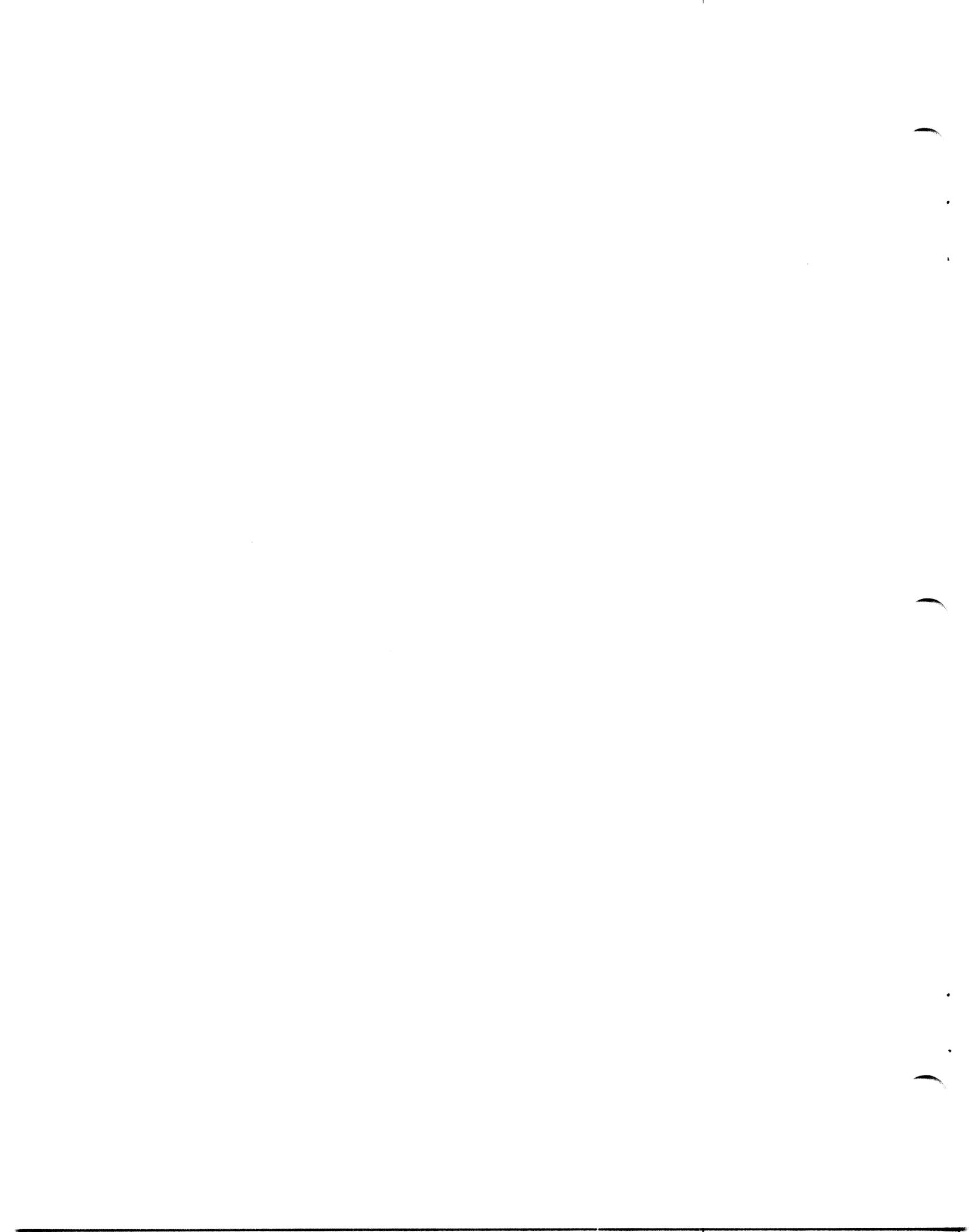


CHAPTER 6. PROCESSING PROPERTY FOR SALE

Paragraph	Page
Section 1. General	
6-1. Government Surplus Property Sales Program	6-1
6-2. Authority to Sell FAA Property	6-1
6-3. Sale of Hazardous Materiel	6-1
6-4. Sale to FAA Employees	6-2
6-5. GSA-Conducted Sales	6-2
6-6. GSA Sale Rates	6-2
Figure 6-1. GSA Services and Rates	6-3
6-7. FAA Responsibilities with GSA-Conducted Sales	6-4
Section 2. FAA Sales - Program Requirements	
6-8. FAA-Conducted Sales	6-4
6-9. FAA Sales Contracting Officers (SCO)	6-5
6-10. Sealed Bid Sales	6-5
Figure 6-2. Determining the Best Method of Sale	6-6
6-11. Auction Sales	6-7
6-12. Spot Bid Sales	6-7
Section 3 FAA Sales - Contractual Requirements	
6-13. Contract Sale Terms and Conditions	6-8
6-14. Prescribed Forms	6-9
6-15. Misdescription	6-10
6-16. Notice of Award	6-11
Figure 6-3, Other Special Conditions	6-12
Section 4. FAA Sales - Administrative Processes	
6-17. Property Descriptions	6-14
6-18. Establishing Upset Prices	6-15
6-19. Lotting	6-15
6-20. Advertising	6-16
6-21. Inspection by Bidders	6-16
Section 5. FAA Sale Procedures	
6-22. Auction Sale Procedures	6-17
6-23. Spot Bid Procedures	6-20

	Page
Section 6. FAA Sales - Bid Process	
6-24. Submission of Bids	6-20
6-25. Late Bids	6-21
6-26. Modification/Withdrawal of Bids	6-22
6-27. Mistakes in Bids	6-23
6-28. Identical (Tie) Bids	6-23
 CHAPTER 7. ABANDONMENT OR DESTRUCTION OF SURPLUS PERSONAL PROPERTY	
7-1. Authority and Approval	7-1
7-2. Notice of Proposed Abandonment or Destruction	7-2
7-3. Certification of Final Property Disposition	7-2
7-4. Abandonment or Destruction of Hazardous Materials	7-2
Figure 7-1. Public Notice of Abandonment or Destruction	7-3
Figure 7-2. Certification of Final Property Disposition	7-4
 *CHAPTER 8. DISPOSAL OF NAS SYSTEMS/EQUIPMENT	
8-1. Special NAS Disposal Authority	8-1
Figure 8-1. Automatic Special Disposal Authority Inclusion	8-1
Figure 8-2. Special Disposal Authority Not Automatic Inclusion	8-2
Figure 8-3. Critical FSCs	8-2
8-2. Disposition Plans	8-4
8-3. Execution of Disposition Instructions	8-6
 CHAPTER 9. SPECIAL DISPOSAL REQUIREMENTS	
9-1. Property with Special Disposal Requirements	9-1
9-2. Abandoned or Other Unclaimed Property	9-1
9-3. Agricultural Commodities	9-1
9-4. Aircraft and Flight Equipment	9-1
9-5. All-terrain Vehicles (ATV)	9-1
9-6. Batteries	9-1
9-7. Bedding and Upholstered Furniture	9-1
9-8. Chlorofluorocarbons (CFC)	9-2
9-9. Education-Related Equipment	9-2
9-10. Film	9-3
9-11. FIP Hardware and Software	9-3
9-12. Foreign Gifts	9-4
9-13. Forfeited Property	9-4
9-14. Franked and Penalty Envelops and Paper with Official Letterhead	9-4
9-15. Garbage	9-5
9-16. Hazardous Materials and Other Special Property Categories	9-5
9-17. Historical Property Including Archeological Resources	9-5

	Page
APPENDIX 6. NAS SYSTEMS/EQUIPMENT DISPOSAL PLAN GUIDE	1
Attachment 1: Template for Disposition Plan	3
Attachment 2: Disposition Issues	16



**CHAPTER 8. DISPOSAL OF NATIONAL AIRSPACE SYSTEM (NAS)
SYSTEMS/EQUIPMENT**

8-1. SPECIAL NAS DISPOSITION AUTHORITY.

a. The National Airspace System (NAS) is a complex, highly interactive "system of systems". The NAS comprises subsystems and components on the ground and in aircraft - including facilities, equipment, and computer hardware and software. The NAS is evolving into a more integrated information sharing system to support collaborative decision making in tactical and strategic operations. Many systems and equipment unique to the agency would serve no practical purpose to other entities, and may endanger NAS integrity if used outside the NAS. Therefore, any FAA airport, airway systems, or technical equipment with the capacity to transmit across NAS-controlled airway frequencies is authorized for disposal under the provisions of Public Law 103-272. Examples are shown in Figure 8-1, Automatic Special Disposal Authority Inclusion. Spares and test equipment unique to these systems are also covered under this authority.

**Figure 8-1. Automatic Special Disposal Authority Inclusion
(Examples only, not all-inclusive)**

Systems/Equipment Type	Example
Surveillance	Airport Surveillance Radars (ASR) Radar Microwave Links (RML) Airport Surface Detection Equipment (ASDE) Air Traffic Control Beacon Interrogators (ATCBI)
Navigation Aids	VOR/VORTAC/TACAN DME Instrument Landing System (ILS)
Communications	FAA radios

b. Other systems, not meeting the automatic special NAS disposal authority inclusion cited above, may qualify for special disposal authority due to unique capabilities or components. Such systems, previously approved for special disposal authority, are contained in Figure 8-2, Special Disposal Authority Not Automatic Inclusion.

Figure 8-2. Special Disposal Authority Not Automatic Inclusion

9020 Systems (A through D)

Flight Data Entry and Printout (FDEP) Equipment

Radar Bright Display Equipment (RBDE): scan converters, voltage regulator for scan converters, RBDE control rack assemblies, plan position indicators, etc.

Beacon Decoder Equipment (BDE) and indicator site equipment associated with ATCBI-2 and -3 and AN/BPX (decoder equipment components)

c. To request inclusion of additional systems, provide a written request to the Program Director, Resource Management Program, AFZ-1, through the applicable AFZ Division. The request must contain the following information:

- (1) A description of the system, including technical aspects of the unique requirements or specifications, under which the equipment was or is being acquired.
- (2) The legal and internal procedures authorizing FAA special disposal authority.
- (3) Signature lines for the requesting and approving official.
- (4) A copy of the system's disposition plan.

d. Due to national security concerns, the FSCs listed in table 8-3 require a higher degree of scrutiny. When these items are not assigned a NSN, the record should include the appropriate FSC, the valid part number and manufacturers name, nomenclature that accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included.

Figure 8-3. Critical FSCs

FSCs	Commodity
1560	Airframe Structural components
1670	Parachutes: Aerial Pick Up Delivery Recovery
1710	Aircraft Landing Equipment
1720	Aircraft Launching Equipment
1810	Space Vehicles

FSCs	Commodity
1820	Space Vehicle Components
1830	Space Vehicle Remote Control Systems
1840	Space Vehicle Launchers
1905	Combat Ships and Landing Vessels
2305	Ground Effect Vehicles
2330	Trailers
2350	Combat, Assault, and Tactical Vehicles, Tracked
2845	Rocket Engines and Components
2915	Engine Fuel System Components, Aircraft and Missile Prime Movers
3690	Specialized Ammo and Ordnance Machinery
4230	Decontaminating and Impregnating Equipment
4470	Nuclear Reactors
4921	Torpedo Maintenance, Repair, and Checkout Specialized Equipment
4923	Depth Charges and Underwater Mines
4925	Ammunition Maintenance, Repair, and Checkout Specialized Equipment
4927	Rocket Maintenance, Repair and Checkout Specialized Equipment
4931	Fire Control Maintenance and Repair and Checkout Specialized Equipment
4933	Weapons Maintenance and Repair Shop Specialized Equipment
4935	Guided Missile Maintenance, Repair Shop Specialized Equipment
4960	Space Vehicle Maintenance, Repair and Checkout Specialized Equipment
5810	Communications Security Equipment and Components
5811	Other Cryptologic Equipment and Components
5821	Radio and Television Communication Equipment, Airborne
5825	Radio Navigation Equipment, Except Airborne
5826	Radio Navigation Equipment, Airborne
5840	Radar Equipment, Except Airborne
5841	Radar Equipment, Airborne
5845	Underwater Sound Equipment
5850	Visible and invisible Light Communication Equipment
5855	Night Vision Equipment, Emitted and Reflected Radiation
5860	Stimulated Coherent Radiation Devices, Components, and Accessories
5865	Electronic Countermeasures
5963	Electronic Modules
5985	Antennas, Waveguides, and Related Equipment
5998	Electrical and Electronic Assemblies, Boards, etc
5999	Miscellaneous Electrical and Electronic Components
6615	Automatic Pilot Mechanisms and Airborne Gyro Components
6920	Armament Training Devices
6930	Operation Training Devices
6940	Communication Training Devices
8470	Armor, Personal
8475	Specialized Flight Clothing and Accessories

e. Special disposal authority means FAA is not mandated to follow the disposal requirements contained in the FMR/FPMR. It does not mean FAA can arbitrarily dispose of equipment in a haphazard manner, inconsistent with sound management practices, or not in compliance with various Federal, State, and local laws pertaining to the environment, safety, security, and health.

While across-the-board Federal screening is not required, contact should be made to agencies such as the Defense Logistics Agency or the National Weather Service whenever an excess NAS system may be used by that agency.

8-2. DISPOSITION PLANS.

a. All NAS systems require a disposition plan to provide accurate information to make sound, timely management decisions. FAA property targeted for replacement is often the only source of replacement parts for systems or subsystems not being replaced. Property scheduled for replacement, not intended to be used as parts replacement, must be destroyed locally, to avoid possible reissue to other facilities. The Inventory Manager will be the focal point for coordination and will validate whether there is a need for obsolete equipment components or the entire subsystem from the system being replaced.

(1) Newly Identified Requirements. To minimize funding and supply-support problems associated with NAS system replacements, disposition-planning must begin early in the life cycle process, prior to initial acquisition.

(2) Previously-Identified Requirements and Fielded Systems. Disposition plans are also required for NAS systems under contract or already deployed. This ensures timely identification of future agency support needs, potential funding shortfalls, or other problems, such as identification of environmental considerations; e.g., hazardous waste, EPA permits, etc.

b. The applicable AFZ Resource Management officer ensures disposition planning is fully integrated into the Integrated Product Team (IPT) processes. The plan should be a chapter/section of any official program or product planning documentation developed. The disposition plan is a distinct "living" document; as the Systems/Equipment moves through its life cycle from acquisition through, final disposition the plan should be updated, as required.

c. The particulars of a disposition plan depend on the characteristics of what is being procured as well as what it replaces. (See Appendix 6, Attachment 1, Template for Disposition Plan). All data elements must be filled out. Included in the sample of the dispositions issues is an outline of questions/concerns, which must be addressed prior to the plan's development. Plans must consider each item. If an issue is not relevant, an explanation of how that decision was made is to be included. If relevant, the plan must include enough information to indicate how issues will be addressed, what organization is responsible for taking each action, the potential costs, if any, associated with the action, and how funding requirements will be addressed.

d. Because of the risk of unauthorized use, donations shall be restricted within each plan and abandonment on site or in place is prohibited.

e. Disposition plan coordination should include the following organizations/functional entities:

- (1) IPT members.
- (2) ARS Air Traffic Systems Requirements Services.
- (3) In-Service Management Division, AOP-1000.
- (4) FAALC.
- (5) FAA Technical Center, ACX
- (6) Regional Airway Facilities (AF) and Logistics (property management) organizations.
- (7) Defense Logistics Agency and AF field personnel (including those performing logistics functions).
- (8) FAA Property Management Officer, AFZ-500, for national personal property issues.
- (9) ATB-300 for building/facility, environmental/hazardous and integration issues.
- (10) AEE (200) for historical, environmental, and hazardous issues.
- (11) FAA Environmental Officer, Environmental/hazardous personal property issues, AFZ-800
- (12) Office of International Aviation (AIA), Department of State (DOS) for international loan program issues.
- (13) Professional Airways Systems Specialist (PASS), American Federation of State, County and Municipal Employees (AFSCME), National Air Traffic Controllers Association (NATCA), and the National Association of Air Traffic Specialists (NAATS) for union issues.
- (14) The Office of Acquisitions, Contractual and real property issues, ASU (100/300).
- (15) Department of Commerce (DOC) and Department of State (DOS) for international sales.

8-3. EXECUTION OF DISPOSITION INSTRUCTIONS.

a. Once either (1) new installations or (2) removal of equipment is scheduled, the Terminal Facilities, ATB-300, will ensure disposition requirements are properly coordinated and disseminated to organizations responsible for plan execution. The requirements should address the following:

(1) Technical instructions to regional AF divisions to render inoperable, any equipment covered by special disposal authority, when applicable.

(2) Any special disposal requirements identified in the disposition plan.

(3) Planned system removal schedule.

(4) Technical instructions for removal, packaging, shipping, handling, and transportation, if required.

(5) Technical instructions for site restoration, if required.

b. The FAALC is to coordinate return of any systems/spare parts with the regional AF installation engineers, the property custodian at the facility, and the regional property manager.

c. Directions for cannibalization (the act of removing serviceable parts from one item of equipment in order to install them on another item of equipment), movement and/or disposition of equipment must be coordinated with the APML, FAALC, and PDO.

d. Property remaining after specific disposition issues are addressed will be disposed of in accordance with the procedures contained in this order.

e. Special NAS Disposal Authority allows the FAA to bypass the Federal Excess and surplus screening requirements, to support an immediate final disposal of applicable property, as a means of preventing unauthorized reuse. Property that qualifies for exclusion under this authority should be reported in the LIS/USD with a special handling code of Z for reporting purposes.

APPENDIX 2. ACRONYMS

AAF	Airway Facilities Service
ACX	FAA Technical Center
AEE	Office of Environment and Energy
AFS	Flight Standards Service
AIA	Office of International Aviation
AIR	Aircraft Certification Service
AIT	Office of Information Technology
AMC	Mike Monroney Aeronautical Center, AMC
AMP	Office of Facility Management, AMC
APML	Associate Program Manager of Logistics
APP	Office of Airport Planning and Programming
ASDE	Airport Surface Detection Equipment
ASR	Airport Surveillance Radar
ASU	Office of Acquisitions
ATCBI	Air Traffic Control Beacon Interrogators
ATV	All Terrain Vehicle
AUO	Area Utilization Officer
AVN	Aviation System Standards
BDE	Beacon Decoder Equipment
CA Type	Civil Aviation (pre-FAA) numbers

APPENDIX 2. ACRONYMS

CASU	Cooperative Administrative Support Unit
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DME	Distance Measuring Agency
DOC	Department of Commerce
DOD	Department of Defense
DOS	Department of State
DOT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know-Act
F&E	Facilities and Equipment
FA Type	Federal Aviation (post CAA) Numbers
FAA	Federal Aviation Administration
FAALC	FAA Logistics Center
FAX	Facsimile
FDA	Food and Drug Administration
FDEP	Flight Data Entry and Printout

**APPENDIX 6. NAS SYSTEMS/EQUIPMENT
DISPOSAL PLAN GUIDE**

DATE : _____

Purpose. This guide establishes the basis for developing a National Airspace System (NAS) Systems/Equipment Disposition Plan of all systems and equipment within the NAS. A NAS Systems/Equipment Disposition Plan (referred to as "Plan" throughout the remainder of the guide) is necessary for both newly identified requirements, and NAS systems under contract or already deployed.

What is a Disposition Plan. A disposal plan provides advanced planning for the decommissioning and disposal of FAA personal property (systems/equipment). The Plan is intended as system specific guidance and direction for activities necessary to accomplish the removal and disposal of FAA personal property (Systems/Equipment).

The Plan is the vehicle used by the agency to identify and document both the *standard* (equipment specifications, removal and disposal schedules, funding) and *critical* (environmental protection, precious metal recovery, historical preservation) requirements associated with the personal property disposal.

The Plan should be coordinated with, and approved by, all stakeholders. Ideally, initial Systems/Equipment disposal planning is included in the agency's investment decision, and the baseline disposal plan is developed prior to (or coincident with) preliminary acquisition activities and analyses. The approved disposal plan should be added as an addendum to the Integrated Program Plan (IPP), and will be used to develop facility decommissioning plans, and site specific disposal plans. The Plan is intended as a "living document", as such, significant changes realized during the equipment lifecycle are incorporated in plan updates, re-coordinated for approval, and redistributed.

Objectives & Benefits of Using a Disposal Plan.

Proper disposal planning ensures the integrity of the NAS and the agency's reputation, by significantly reducing the FAA's risks, in terms of supply support, funding, and litigation. Adequate and appropriate Systems/Equipment disposition planning ensures that:

- FAA personal property targeted for replacement is identified in a timely manner so it can be reutilized for operational support. This is critical, as frequently reutilization is often the only source of supply support for systems not being replaced.
- FAA personal property slated for removal/disposal containing environmental and/or health hazards is identified in a timely and complete manner, ensuring the protection of FAA employees, the community, environment, and the agency itself (in legal disputes).

The FAA is committed to the use of sound asset management practices in the disposal planning processes, as this ensures that both *financial and physical* property management requirements are identified and addressed. In support of

this, disposal planning must, at a minimum, include the direction to identify and record all unrequired personal property in the Logistics Inventory System (LIS)/ Utilization Screening Disposal (USD) Subsystem, as approved by the regional Property Disposal Officer (PDO).

Requirement. The responsibility of the Integrated Product Team (IPT) extends to all stages in a product's lifecycle, including, decommissioning and disposal. The IPT is to provide the planning, removing, and disposing of products/services no longer needed. A Plan should be developed for all NAS systems. The applicable requirements division should ensure disposition planning is fully integrated into the IPT and NAS Integrated Logistics Support (NAILS) Process, and that the Plan be included as part of the IPP. The agency's Resource Management Program requires the use of disposal plans as a method of tracking NAS equipment accountability from "cradle to grave".

Content. *The following summarizes the content of the Plan, and is intended as guidance only. A complete template and instructions can be found in attachment 1 to this guide. The template should be used when preparing a Plan.*

Signature Page: Include: title of the Plan; name of the acquisition program; the Plan version number & phase (if applicable), approved date; and signature of the IPT Lead and Product Lead (and/or the Operational Requirements Lead and Implementation Lead).

Table of Contents: List every section, subsection and element in the Plan. And provide the page number.

List of Tables and/or Appendices: List all applicable tables and/or appendices to the Plan.

Specific Plan Content:

Section 1 Disposal Plan Overview

Provide an overview of the NAS Systems/Equipment, and the disposition planning and management strategies.

Section 2 Removal of FAA Personal Property

Describe the critical elements and activities of the planned property removal.

Section 3 Property Disposition.

Describe the critical elements and activities of the planned property disposition.

Section 4 Roles and Responsibilities

Identify the disposition planning and management organizations, and define respective roles and responsibilities.

ATTACHMENT 1. TEMPLATE FOR DISPOSAL PLAN

This template provides guidance for preparing the NAS Systems/Equipment Disposal Plan. It supplements information found in the NAS Systems/Equipment Disposal Plan Guide. Text of the template that is italicized is intended to guide preparation of the Plan. Non-italicized text defines the format and structure of the document (title page, table of contents, section head and numbers, tables and titles). Not all sections of the Plan apply to every program, simply state "not applicable" for those sections which do not apply.

NAS Systems/Equipment Disposal Plan
Addendum to the Integrated Program Plan

(Program Name)

Version, Phase, Approved Date

Approved by: Signature Date:
(IPT Lead or equivalent Operational Requirements Lead)

Approved by: Signature Date:
(Product Lead or Implementation Lead)

Federal Aviation Administration
800 Independence Avenue
Washington, DC 20591

NAS Systems/Equipment Disposition Plan

Table of Contents

1. DISPOSITION PLAN OVERVIEW
 - 1.1 Purpose
 - 1.2 Property to be Dispositioned
 - 1.3 Disposition Plan Coordination
 - 1.4 Distribution
 - 1.5 Reference Documents
 - 1.6 Disposition Issues
2. REMOVAL OF FAA PERSONAL PROPERTY
 - 2.1 Affected Property
 - 2.1.1 Equipment Description
 - 2.1.2 Support for Continuing Operations
 - 2.1.3 Planned Excess Properties
 - 2.2 Property Removal
 - 2.3 Property Removal Activities
 - 2.3.1 Equipment Removal Approach
 - 2.3.2 Site Activities
 - 2.3.3 Contractor Activities
3. PROPERTY DISPOSITION
 - 3.1 Disposition Procedures
 - 3.2 Funding
 - 3.3 Disposition Planning
 - 3.3.1 Document Disposition
 - 3.3.2 Hazardous Material
 - 3.3.3 Precious Material
 - 3.3.4 Information Security
 - 3.3.5 Transportation
 - 3.4 Disposition Planning Schedule
4. ROLES AND RESPONSIBILITIES
 - 4.1 Organizational Responsibilities
 - 4.1.1 Disposition Planning Team
 - 4.1.2 Integrated Product Team
 - 4.1.3 NAS Logistics Management
 - 4.1.4 Environmental, Energy, and Safety Division
 - 4.1.5 Regions
 - 4.1.6 Air Route Traffic Control Centers/CERAP
 - 4.1.7 Mike Monroney Aeronautical Center
 - 4.1.8 William J. Hughes Technical Center
 - 4.1.9 Historical Preservation
 - 4.1.10 Contractors
 - 4.2 Disposition Points-of-Contact

5. TABLES and/or APPENDICES

- Table 1. Coordination and Status
- Table 2. Disposition Issues
- Table 3. Equipment Description
- Table 4. Property Removal Schedules
- Table 5. Hazardous Material Disposition Actions
- Table 6. Transportation Requirements
- Table 7. Disposition Planning Schedule
- Table 8. Disposition Planning Team
- Table 9. FAALC Requirements
- Table 10. Historical Preservation
- Table 11. Contractor Support
- Table 12. Disposition Points-of-Contract

1. DISPOSITION PLAN OVERVIEW

1.1 Purpose. Identify the purpose for the Plan. A disposition plan should be developed for all systems in the NAS, regardless whether they fall under a "Special Disposition Authority" or not. The Plan is intended as system specific guidance and direction for activities necessary to accomplish the removal and disposition of FAA personal property (Systems/Equipment). In addition, the approved plan serves as guidance to the Technical On-Site Representative (TOR) at individual sites for the development of a site specific disposition plan.

1.2 Property to be Disposed. Identify and briefly define the personal property (Systems/Equipment) to be removed, and the service it provided for the NAS. Present the rationale for removal/disposition (i.e. equipment end-of-life (EOL) or modernization, facility decommissioning or relocation, etc.). If applicable, identify the replacement equipment, and whether the program will be implemented using leapfrog or phased approach.

1.3 Disposition Plan Coordination. Use the format of Table 1 to identify all organizations the Plan has been coordinated through/with, and designate status (i.e. approved, no comment, approved w/comment, or no response).

Table 1. Coordination and Status

Organization	Coordinated Through/With	Status

1.4 Distribution. Use a list to identify the Plan's distribution. At a minimum, recommended distribution list should include:

- All IPT core members
- All IPT ad hoc members

- Relevant ARA organization(s)
- AFZ-400
- AFZ-500
- ATB-300
- AOP-400
- AFZ-800
- AEE-200
- AEE-300
- ASU-100
- ASU-300
- AOP-400
- Regional Field Spares Inventory (FSI) Coordinator
- Regional Associate Program Managers (RAPMs)
- Technical Officer's Representatives (TORs)
- Property Managers
- Logistics Management Specialists (LMS)
- Property Disposition Officer (PDO)
- Regional Program Managers for Environment and Safety
- AF Field Personnel

1.5 Reference Documents. Identify key reference documents. At a minimum, include: The most recent version of FAA Order 4800.2, Utilization and Disposition of Excess and Surplus Personal Property. Note: The FAA Disposition Guide, which synthesizes disposition process and management information provided under FAA Order 4800.2, is available through the LIS On-line Requisitioning System (indicate stock number 0056-00-480-0441).

1.6 Disposition Issues. Use the format of Table 2 to identify any disposition issues to facilitate tracking and program monitoring. At a minimum, provide issue definition, resolution, and status. The disposition issue table is to be updated as new issues are identified or when issue resolution is reached. Provide a point-of-contact (name/phone/cc:Mail) for disposition issue updates. If any issues require more explanation or clarification than allowed in a table format, recommend adding topic as a separate section in the Plan. See attachment 2 of the NAS Systems/Equipment Disposal Plan Guide for a list of disposition issues.

Table 2. Disposition Issues

Disposition Issue	Resolution	Status	Update	Point of Contact (name/phone/cc:Mail)

2. REMOVAL OF FAA PERSONAL PROPERTY

2.1 Affected Property

2.1.1 Equipment Description. Use the format of Table 3 to provide functional and physical descriptions of the equipment being removed.

Table 3. Equipment Description

Functional Description	Physical Description

2.1.2 Planned Excess Properties. Identify the equipment that will be declared excess property after the replacement system's implementation. (Reference section 3.1)

2.1.3 Support for Continuing Operations. Identify excess equipment planned to be retained as depot spares. Provide information regarding program's supply support strategy(s). Note: Formal record of the agency's inventory of facility equipment and/or installed NAS systems is maintained in the Personal Property In-Use Management System (PPIMS). The agency's spare parts inventory is tracked and maintained in the LIS Field Spares Inventory (FSI) system.

2.2 Property Removal. Identify when removal of resources will commence, and verify authorization (approval) to remove property. The IPT should develop the guidance in this section, to ensure there are standard equipment removal procedures for all sites to follow. If there are property removal schedules available, provide the schedule(s) as an appendix or in the format of Table 4.

Table 4. Property Removal Schedules

Property to be Removed	Removal Schedule

2.3 Property Removal Activities. Describe the activities associated with the removal of the excess property, and how it will be executed, once the system is no longer required to be on site. TORs and LMSs generally coordinate with appropriate site and regional personnel to plan/execute these activities.

As appropriate, address any efforts to be made to protect adjacent walls, flooring, water lines, or powerlines, during equipment removal. Where there are hazardous material considerations (e.g. asbestos concerns), describe the methods by which hazardous materials will be handled during removal. This could include listing of hazardous components to be removed, how they will be handled, and by whom.

Note: It is recommended that the disposition process be initiated from an administrative standpoint as soon as a projected equipment removal date is know. This way, the excess report can be screened through the LIS/USD subsystem well in advance, and the equipment can be ready for disposition at

the planned removal date. This can significantly save on storage time and expenses should a lengthy excess screening period be necessary.

2.3.1 Equipment Removal Approach.

a. Identify if a "phased approach" is to be used for equipment removal. If so, provide (and describe here) guidance concerning system maintenance, parts acquisition, spare parts recovery, spare parts management, removal activities, etc. to ensure there are standard procedures for all sites to follow.

b. Identify if this is a "leapfrog" program. If so, provide (and describe here) issues and strategies specific to leapfrog program.

2.3.2 Site Activities. List the site activities to be accomplished, the following are some examples.

a. Report to regional PDO the system and/or equipment as excess through the USD subsystem, and prepare for site removal. This step is critical to maintaining accurate physical and financial accountability record.

- b. Ensure transportation is available for the disposed equipment
- c. Disconnect affected equipment
- d. Identify/tag cables
- e. Disconnect critical power from equipment and panels
- f. Designate a site area for storage until actual removal
- g. Restore site floor/ceiling, etc

2.3.3 Contractor Activities. List the contractor activities to be accomplished, the following are some examples.

a. Install, remove, and dispose. The contractor must coordinate these activities w/the regional PDO.

- b. Remove system software (as directed by AOS)
- c. Recover/ship spare parts components (as directed by AOS)
- d. Disconnect interface/power cables
- e. Disconnect "customer" power lines/cap lines, etc.

3. PROPERTY DISPOSITION

3.1 Disposition Procedures. Any unrequired personal property must be recorded in and processed through the LIS USD subsystem. Additionally, any unrequired personal property must be reported to the regional PDO for screening and approval, prior to declaring the property as excess. Identify and list here any requesting organizations who will accept ownership of the unrequired property. The PDO will then assist the SSC Logistics Office to see that any transfer activity is processed correctly through USD 4650-12.

3.2 Funding. Identify responsible organization, and any issues associated with funding requirements. This includes funding for Hazardous Material Removal/Disposition for which should be listed any specific hazardous material expenses.

3.3 Disposition Planning. Include the following as applicable.

3.3.1 Documentation Disposition. Describe how technical manuals and other documents, no longer required for operations, will be disposed of (i.e. local salvage/ recycling arrangements, shredded prior to disposition, etc.). Include reference to proprietary, and/or NAS sensitive information, as applicable.

Define who will coordinate/accomplish document disposition at the site (i.e. TOR, regional record management personnel, etc.). When the equipment planned for decommissioning is to be transferred for historic preservation, specify if the technical manuals are to be sent with the equipment for museum display purposes.

3.3.2 Hazardous Material. Using the format of Table 5, describe the actions to be taken to identify and dispose of hazardous materials. Include, the methods by which hazardous materials will be handled during removal; a list of components to be removed and how; transportation requirements; funding (fee-for-service and/or transportation); and required documentation.

Table 5. Hazardous Material Disposition Actions

Actions To Be Taken	Reason For Actions	How Item Will Be Handled During Removal	Components To Be Removed And How	Special Transportation Requirements	Required Documentation

3.3.3 Precious Material. Identify any precious materials, such as gold, silver, platinum, palladium, iridium, rhodium, osmium or ruthenium in the electronic system. If the equipment should be given to the Precious Metal Recovery Program (PMRP), identify what equipment and when it will be transferred to PMRP in this section of the document.

3.3.4 Information Security. Identify any information resource management equipment to be disposed of and how it will be disposed.

3.3.5 Transportation. Using the format of Table 6, or an appendix, identify any transportation requirements for equipment to be disposed, including, equipment characteristics, quantity to be transported, weight and volume calculations.

Table 6. Transportation Requirements

Equipment Characteristics	Quantities To Be Transported	Weight Calculations	Volume Calculations

3.4 Disposition Planning Schedule. Using the format of Table 7, or an appendix, identify a disposition-planning schedule, including, at a minimum, the start time, task duration, timeline, milestones, and any supporting resources at the FAA Academy that will remain on-site and for how long. This schedule should be both at the high-level and site-level. If applicable, reference the approved Program Transition Plan.

Table 7. Disposition Planning Schedule

Start Time	Task Duration	Timeline	Milestones	Supporting Resources	How Long Supported

4. ROLES AND RESPONSIBILITIES

4.1 Organizational Responsibilities. Define organizational responsibilities for the following, as applicable.

4.1.1 Disposition Planning Team. Using the format of Table 8, identify key FAA and contractor personnel associated with the various aspects of the Systems/Equipment's disposition, and define responsibilities. Indicate the IPT Project Lead and/or the regional and ARTCC personnel points-of-contact. (reference section 4.2 for possible key disposition team members).

Table 8. Disposition Planning Team

Team Member (include name/phone/cc:Mail address)	Responsibilities

4.1.2 Integrated Product Team. Identify the responsible Product Team and any additional assistance the team will provide (in terms of funding, and functional and/or technical support).

4.1.3 NAS Logistics Management. Identify the AFZ-500 representative.

4.1.4 Environmental, Energy, and Safety Division. Identify the AFZ-500 representative.

4.1.5 Regions. Identify all regional personnel (i.e. PDO, Program Managers, RAPMs and TORs) involved in the disposition of equipment.

4.1.6 Air Route Traffic Control Centers/CERAP. Identify the site and regional personnel involved in the disposition.

4.1.7 FAA Logistics Center. Identify if the Logistics Center (FAALC) will be responsible for, in terms of scheduling, executing or funding, any activities associated with the excess property's removal. Using the format of

Table 9, provide FAALC identified requirements for cannibalization and reclamation. Also, identify any depot support requirements for excess property, as well as any packaging and storage instructions for excess property that is being transferred to the FAALC.

Table 9. FAALC Requirements

Equipment to be Disposed		Reclamation Requirements	Depot Support Requirements	Packaging and Storage Requirements

4.1.8 William J. Hughes Technical Center. Indicate here if the FAA Technical Center (WJHTC) will be responsible for, in terms of schedules, execution or funding, any activities associated with the excess property's removal.

4.1.9 Historical Preservation. Using the format of Table 10, identify if the FAA Federal Preservation Officer in AEE-200 has been consulted to verify whether the property anticipated acquisition for disposition is on, or eligible for listing in, the National Register of Historic places. Include points-of-contact for the preservation offices.

Table 10. Historical Preservation

Historical Preservation Organization	Consulted or Not	Point-of-Contact Information (name/phone/e-mail)

4.1.10 Contractors. Using the format of Table 11, or an appendix, provide basic information (points-of-contact for security access, tasks, schedules, duration), as is pertinent to effective equipment disposition management.

Table 11. Contractor Support

Point-of-Contact Information (name/phone/e-mail)	Tasks	Schedules	Duration

4.2 Disposition Points-of-Contact. Using the format of table 12, provide points-of-contact (name/phone/fax/cc:Mail) for the disposition planning team. As applicable, include the following:

- National Disposition Contacts: Co-Product Leads, Operations Support Manager, Associate Program Manager, Logistics Disposition Lead, Environmental and Safety, NAS Logistics, Property Management Division, Property Management, Spare Parts Management and Recovery, Information

- Security Lead, FAA Logistics Center, Product Team (Project Manager and/or Product Leads).*
- *Regional Office Contacts: TOR, RAPM, Property Disposition Officer, Disposition Engineering, AF Occupational Safety and Health Manager.*
 - *ARTCC/CERAP Contacts: Area Operations Manager, Systems/Equipment Program Manager, Logistics Management Specialist, Safety and Environmental Compliance Manager.*
 - *Contacts at Other Organizations: Historical Preservation Organization, Professional Airway Systems Specialists (PASS), American Federation of State, County and Municipal Employees, (AFSCME), National Air Traffic Controllers Association (NATCA), National Association of Air Traffic Specialist (NAATS), and Contractors (as relevant).*

Table 12. Disposition Points-of-Contact

Name	Organization	Phone	Fax	cc:Mail

ATTACHMENT 2. DISPOSITION ISSUES

The particulars of a disposition plan depend on the characteristics of what is being procured as well as what is being replaced/decommissioned. However, the following is an outline of questions/concerns that must be addressed prior to the plan's development. Plans must consider each item in order to be thorough. Where an issue is not relevant to the specific Systems/Equipment being removed or disposed of, state so.

DISPOSITION ISSUES		
1. FAA requirements for replaced subsystems, equipment, components, or auxiliary components such as cabling, manuals, test equipment, racks, etc.		
National Requirements:	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Leapfrog program Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Cannibalization Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Continuing support required for other Federal Agencies Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Long term support by the FAALC Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Contractor Maintenance Yes <input type="checkbox"/> No <input type="checkbox"/>	
Local Requirements:	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Test Equipment Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Site Spares Yes <input type="checkbox"/> No <input type="checkbox"/>	
	What may be required prior to removal?	
2. If no FAA requirements, will there be:		
National Removal Effort	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Contractor manufacturing and/or installing the new system? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Special disposition authority Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Exchange/sale procedures Yes <input type="checkbox"/> No <input type="checkbox"/>	
Regional/Local Removal Effort Any disposition activities performed by contractors (TSSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Technical Support Service Contractor (TSSC) Yes <input type="checkbox"/> No <input type="checkbox"/>	

<p>or other) must follow all agency procedures contained in this order</p>	<p>Other contractors Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3. Disposition Considerations Addressed</p>		
<p>Is the equipment covered under FAA Special Disposition Authority</p>	<p>Yes <input type="checkbox"/> Is the equipment used by other Federal agencies? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No <input type="checkbox"/> Should it be? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are any hazardous materials known or suspected in either the incoming or outgoing equipment?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are there any special contractual issues?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are any precious metals known or suspected? Note paragraph 4-21, Precious Metals Recovery Program, this order.</p>	<p>Yes <input type="checkbox"/> What is the estimated value \$ _____</p>	<p>No <input type="checkbox"/></p>
<p>Are any environmental issues known or suspected?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are any real property (both land and structures) issues known or suspected?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
	<p>Will equipment removal require an environmental impact statement or environmental assessment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, provide explanation</p>
	<p>Will equipment removal require building refurbishment, demolition, or restoration? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, provide explanation</p>
<p>Will disposition surface concern from neighboring populous? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, provide explanation</p>	

Are any legal issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any safety issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any security issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any union issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any transportation, storage, or handling issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any political/international issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any historical considerations known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Who will be responsible for paying for costs related to	Removal of hazardous materials?	
	Removal of precious metals?	
	Packaging, handling, storage, and transportation?	
	Disassembly, testing and any necessary refurbishment of equipment that will be cannibalized?	

	Relocation of equipment that will be recovered and redeployed to sites not receiving new systems?
	Site restoration?
	Building renovation/dismantlement?
	Resolution of legal problems?



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

800 Independence Ave., SW
Washington, DC 20591

FORWARDING SERVICE REQUESTED

Official Business
Penalty for Private Use \$300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
FEDERAL AVIATION
ADMINISTRATION
PERMIT NO. G-44