

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 4650.7D

EASTERN REGION
JAMAICA, NY 11434**SUBJ:** Accountability of Personally Charged Property

1. **PURPOSE.** This order reminds personnel of their responsibility for documenting all transactions of personally charged property and is updated to reflect changes in applicable order and form numbers.

2. **DISTRIBUTION.** This Order is distributed to the branch level in the Regional Headquarters, section level in the Airway Facilities Division, all field offices and facilities and one copy to each F&E employee.

3. **CANCELLATION.** Order EA 4650.7C, Accountability of Personally Charged Property, dated October 1, 1997, is canceled.

4. **BACKGROUND.** In order to effectively perform their duties, certain employees are issued and retain items of Government-owned property for their use in carrying out their assigned duties. This is considered personally charged property and will be controlled as such. Personally charged property is not limited to items recorded under the present Personal Property In-Use Management System (PPIMS), but includes other items of personal property determined to be particularly susceptible to loss, pilferage or misappropriation. Examples of personally charged property are listed in Appendix 1 of this Order. Any questions as to whether an item should be personally charged may be referred to the Property Manager, AEA-52, for a determination.

5. **RESPONSIBILITY.**

a. The property custodians designated in Order 4650.219, Management and Control of In-Use Personal Property, shall be responsible for:

(1) Determining the equipment and property which is to be personally charged to employees under their jurisdiction.

(2) Maintaining a folder for each employee having personally charged property.

(3) Documenting all property personally charged to an employee.

(4) Ensuring the return of all personally charged property upon separation of an employee or transfer of the employee's personally charged folder when the employee transfers to another office or facility within the Eastern Region.

(5) Documenting un-returned equipment or property in accordance with Agency Order 4630.39, Survey of Lost, Damaged or Destroyed Government Personal Property.

Employees having personally charged property are responsible for:

(1) The proper use, care and protection of all Government property in their custody.

(2) Assuring that Government property is used only in the conduct of official business.

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Initiated By: AEA-50

(3) The return of all personally charged property upon separation.

NOTE: Employees may be held pecuniarily liable for any Government property not returned.

6. ACTION

a. Custodians shall prepare a Memorandum of Receipt, FAA Form 4650-11 listed in Appendix 2, for each employee having personally charged property. Employees shall sign FAA Form 4650-11, acknowledging that the property listed thereon is in their possession and retain one copy. The custodian shall place the signed original FAA Form 4650-11 in a folder bearing the employee's name. An FAA Form 4650-11 shall be utilized to document additional personally charged property items and to acknowledge receipt whenever an employee returns personally charged property items. In each instance, the original of the FAA Form 4650-11 shall be placed in the employee's folder and a copy given the employee. The folders and the documentation therein should be utilized to ensure the return of all personally charged property in possession of the employee before signing Employee Clearance Record, EA Form 2700-100.

b. Failure to return personally charged property may cause the employee's final salary check to be delayed until either the property is returned or a determination is made as to the indebtedness resulting from failure to return property. When such an indebtedness has been established, the amount due will be deducted from the employee's final salary check or offset from their retirement account.



Arlene B. Feldman
Regional Administrator

APPENDIX 1 EXAMPLES OF PERSONALLY CHARGED PROPERTY

Items listed in this appendix shall be considered personally charged items. As mentioned in Paragraph 4 of this Order, personally charged property is NOT limited to property recorded in PPIMS, but also includes items determined to be particularly susceptible to loss, pilferage or misappropriation. These items include, but are NOT LIMITED to:

Attache Cases

Binoculars

Computer/Micro-computer Software

Headsets

Organizational Clothing (See Appendix 2)

Portable Communications Equipment

Power Hand Tools

Pre-recorded Videocassettes

Sunglasses

Telephone Paging Units

Test Equipment

Training Aids

Working Equipment

ORGANIZATIONAL CLOTHING

1. In order to permit FAA employees to effectively perform their duties, the government has purchased and maintains certain items of safety related clothing. These items of clothing typically include but are not limited to rain gear, rubber overshoes, extreme cold weather parkas and trousers. Employees are issued and retain these items of Government-owned property for their use in carrying out their assigned duties. This is considered personally charged property and will be controlled as such.

2. The property custodian is responsible for maintaining accountability for all organizational clothing. Each piece of organizational clothing shall:

a. be stenciled in indelible ink with the letters "FAA" and a local three digit serial number using letters no smaller than 2 inches.

Example: FAA 001

b. be centrally issued using the EA 4650-11 Memorandum of Receipt.

c. be inspected annually to determine the need for cleaning, repair or replacement.

d. Where organizational clothing is transferred to another property custodian and a duplication of the local serial number occurs, an alpha character should be added to the serial number (i.e. **001A**).

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APPENDIX 2

MEMORANDUM RECEIPT		INSTRUCTIONS, SIGN AND RETURN TWO COPIES TO:	M/R Number
			Data
Deliver 0	Name	Division or Branch	Location
Received From		Authorization	
<p>Statement of Responsibility:</p> <p>I have received the item(s) listed below and accept personal responsibility for the property. As an employee of the Government to whom public property has been entrusted, I clearly understand that (1) I am responsible for the proper custody care, and safeguarding of the property whether in use or in storage; (2) I am authorized to use the property for official purposes only; (3) I will either return the property to the issuing officer when no longer required for the purpose intended upon demand, transfer, or separation from the Government (4) I am responsible for making good the loss or destruction of or damage to the property and may be held financially liable unless I can show to the satisfaction of the Survey Officer by 'Report of Survey, FAA Form 4630-8 setting forth the circumstances of the case, that the loss, damage or destruction of the property was not occasioned by any fault, abuse, or neglect of mine.</p>			
JUAN	ARTICLE AND SERIAL NUMBER	PROPERTY ID OR SERIAL NO.	NEW OR FAIR VAL
SIGNATURE OF USER		DATE OF ISSUE	SIGNATURE OF ISSUING OFFICER

FAA Form 4650-11