

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 4800.8A

EASTERN REGION
JAMAICA, NY 11434

MAY 22 2002

SUBJ: Utilization and Disposal of Excess and Surplus Personal Property

1. **PURPOSE.** This Order initiates EA Form 4800-1 (11-95), to comply with Order 4800.2C Utilization and Disposal of Excess and Surplus Personal Property, which is to be used in lieu of FAA Form 4800-1, Report of Excess Property.
2. **DISTRIBUTION.** This Order is distributed to the branch level and above in the Regional Headquarters and to all field offices and facilities
3. **CANCELLATION.** Order EA 4800.8, Utilization and Disposal of Excess and Surplus Personal Property, dated November 16, 1995, is canceled.
4. **ACTION** EA Form 4800-1 listed in Appendix 1, should be completed to report any excess personal property This form is being established to facilitate previous reporting methods. Columns have been added for Manufacturer's Name, Model Number, Bar Code Number(s) and Serial Number(s) Upon completion of this form, it should be submitted to the Property Disposal Officer, Materiel Management Team, AEA-52A. This form should be reproduced and stocked locally.


Arlene B. Feldman
Regional Administrator

MAY 22 2001

**GUIDELINES FOR PREPARING REPORTS OF EXCESS PROPERTY
EA FORM 4800-1 (see attached sample, Appendix 1)**

1. When preparing FAA Form 4800-1, the following information is required:

****HEADER INFORMATION**

- * PREPARING OFFICE
- * COST CENTER CODE
- * FACILITY TYPE/LOCATION (For installed facility, equipment only)
- * SUPPLY SUPPORT CODE OF LOCATION OF PROPERTY (If different from preparing office)
- * APPROVED BY (Property Custodian) SIGNATURE (Manager)
- * CONTACT NAME (Person familiar with the excess report/equipment)
- * CONTACT PHONE NUMBER
- * DATE

****ITEM INFORMATION****

- * ITEMNUMBER
- * NATIONAL STOCK NUMBER (Must include at least the Federal Supply Class, which is the first 4 digits)
- * ITEM DESCRIPTION (Must be a **complete** description of the item; including nomenclature, size and any other pertinent information)
- * MANUFACTURER
- * MODELNUMBER
- Ø BAR CODE NUMBER (Must be included for removal from Property Records)
- * SERIAL NUMBER
- * CONDITION CODE (See attached listing for condition codes)
- Ø UNIT OF ISSUE
- * QUANTITY
- * UNIT PRICE (Unit acquisition cost as shown on property records or receiving documentation. If cost cannot be located, furnish a realistic estimate of the acquisition cost followed by (E) to **show** that it is estimated).
- * TOTAL VALUE

**** Any EA Form 4800-1 that is received without the above information will be returned because it cannot be entered into the excess program without this information.**

2. Double space after each line item.

3. Only one original needs to be submitted

4. When excessing real property you **must** indicate the GSA Control Number relating to real property. This number can be obtained from your Real Property Listing (RIS: LG4660-19). (Real Property should only be excessed on EA Form 4800-1 if it will become personal property when removed from the site. The Real Estate Team, AEA-55B, should be contacted for instructions on excessing real property such as buildings, roads, etc, that do not become personal property.

5. Condition Codes Scrap (S) or Salvage (X) should be used when the item is in a condition that has no reasonable prospect of reuse for any purpose.

These condition codes should be reported on a separate Report of Excess Property, EA 4800-1 from Condition Codes 1, 4 or 7, which is reusable and must go through GSA Screening.

**Please note that GSA Screening may take up to six or eight months

6. Excess Property should be safeguarded at all times, regardless of the condition code. To prevent duplication of paperwork, a tag marked EXCESS should be affixed to each item at the time it is reported as excess. When you receive a control number from this office, add it to this tag for reference.

7. If you receive any paperwork directly from GSA, please send a copy to the Property Disposal Officer, AEA-52A.

8. DO NOT DISCARD THIS EQUIPMENT UNTIL YOU RECEIVE THE PROPERTY CUSTODIAN FINAL DISPOSITION INSTRUCTIONS "CERTIFICATION OF FINAL PROPERTY DISPOSITION", FROM THIS OFFICE. After you discard the equipment, return a signed copy of this certification form indicating actual disposition of property to AEA-52A.

9. EA Form 4800-1 may be reproduced locally.

EXCESS PROPERTY CONDITION CODES

1 – Excellent	Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4 – Usable	Property which shows some wear: but can be used without significant repairs
7 Repairable	Property which is unusable in its current condition, but can be economically repaired.
X – Salvage	Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.
Scrap	Property which has no value except for its basic material content.

REPORT OF EXCESS PROPERTY

MAY 22 2001

DOCUMENT NUMBER
(Will be assigned by I)

PREPARING OFFICE NAME: AEA-50
 COST CENTER CODE: R310
 FACILITY TYPE/LOCATION: _____
 (For Installed Facility Equipment ONLY)
 SUPPLY SUPPORT CODE: 1692355

LOCATION OF PROPERTY
(If different from preparing office)
 SUPPLY SUPPORT CODE: _____

Item #:	National Stock Number (NSN):	Item Description:	Mfg. Name:	Model Number:	Bar Code Number(s):	Serial Number(s):	Condition Code:	Unit of Issue:	Quantity:
1	6625-01-041-5591	Voltmeter	3M	312B	D08854	14389938	S	each	1
2	8200-00-410-4168	Printer	Panasonic	KXP568	C83883	CMAC8711	S	each	1

SAMPLE

APPROVED BY (PROPERTY CUSTODIAN) SIGNATURE: Eugene Orlando

CONTACT NAME: Diana Rizzuto

DATE: 6/13/01

PHONE NUMBER: 718-553-4983

REPORT OF EXCESS PROPERTY

MAY 22 2001

DOCUMENT NUMBER:
(Will be assigned by Log)

LOCATION OF PROPERTY:
(If different from prepari...)
SUPPLY SUPPORT COD

PREPARING OFFICE NAME: _____
COST CENTER CODE: _____
FACILITY TYPE/LOCATION: _____
(For Installed Facility Equipment ONLY)
SUPPLY SUPPORT CODE: _____

Item #:	National Stock Number (NSN):	Item Description:	Mfg. Name:	Model Number:	Bar Code Number(s):	Serial Number(s):	Condition Code:	Unit of Issue:	Qty:

APPROVED BY (PROPERTY CUSTODIAN) SIGNATURE: _____

CONTACT NAME: _____

DATE: _____

PHONE NUMBER: _____