

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

EA 1600.26

EASTERN REGION  
JAMAICA, NY 11434

MAY 22 2002

**SUBJ:** Removal of Government Property from the Regional Headquarters Building

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1. **PURPOSE.** This order establishes procedures for the removal of property from the Regional Headquarters.
2. **DISTRIBUTION.** This order is distributed to the section level and above in the Regional Headquarters.
3. **CANCELLATION.** Order EA 1600.25, Removal of Government Property from the Regional Headquarters Building, is cancelled.
4. **POLICY.** To provide FAA employees a safe and secure working environment and safeguard Government property, the following procedures apply to the removal of Government property from the Regional Headquarters building.
5. **PROCEDURES.** All FAA employees, non-FAA employees or contractors removing Government property from the Regional Headquarters must adhere to the following procedures. Under no circumstances shall Government property be removed from the Regional Headquarters without the security guard being advised. This applies to all property being removed.
  - a. FAA employees, non-FAA employees or contractors who have a need to remove Government-owned or leased property shall present to the security guard a completed Property Removal Record, EA Form 1600.60, in duplicate. Appendix 1 is a sample of an EA Form 1600.60. A supply of these forms are available at the security desk in the lobby.

(1) The security guard shall review the form for completeness, including the description of property. In addition, he shall check the identification of the individual removing the property.

(2) The security guard shall immediately forward the original completed EA Form 1600.60, to the Logistics Division, Materiel Management Team, AEA-52A. The security guard shall keep a copy for his/her records.



Arlene B. Feldman  
Regional Administrator

MAY 22 2002

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

PART A - TO BE COMPLETED BY EACH PERSON REMOVING EQUIPMENT		DATE
NAME (TYPED OR PRINTED)  (SIGNATURE)	DESCRIPTION OF EQUIPMENT (INCLUDE SERIAL NUMBER)	OWNER <input type="checkbox"/> Personal <input type="checkbox"/> FAA <input type="checkbox"/> Vendor <input type="checkbox"/> Other

PART B - TO BE COMPLETED BY FAA PERSONNEL ONLY				
ORGANIZATIONAL ELEMENT	RTG. SYMB.	PHONE	OFFICE BLDG.	ROOM NO.

PART C - TO BE COMPLETED BY NON-FAA PERSONNEL ONLY			
EMPLOYER	ADDRESS OF EMPLOYER	FAA OFFICIAL & OFFICE AWARE OF REMOVAL	PHONE NO.

PART D - TO BE COMPLETED BY GUARD			
PERSON REMOVING PROPERTY IS <input type="checkbox"/> FAA EMPLOYEE <input type="checkbox"/> OTHER	IF OTHER, NAME OF FAA 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:
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**ROUTING INSTRUCTIONS FOR COMPLETED FORMS.**  
GUARD, FOLD ORIGINAL WITH LOWER THIRD EXPOSED, STAPLE AND FORWARD TO  
PROPERTY MANAGER, AEA-52

**ROUTING OF COMPLETED COPIES**

TO	ROUTING SYMBOL	ORGANIZATION
<b>1</b>		
<b>2</b>		