



US DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ORDER
4600.27D**

National Policy

Effective date:
12/29/2021

SUBJ: Personal Property Asset Lifecycle Management

1. Purpose of This Order. This order establishes a national policy for managing Federal Aviation Administration (FAA) personal property assets in compliance with the Federal Property and Administrative Services Act of 1949, as amended codified in 40 *United States Code* 524, and other regulations contained in appendix A.

This policy covers personal property (defined below), including motor fleet vehicles and government property acquired by or furnished to a contractor or third party. It serves as a high-level overview of property management asset lifecycle management and implements applicable Federal laws and regulations. Additional detailed directives and information are published in the FAA Personal Property Asset Management Process and Procedure Guide.

2. Audience. This order applies to all FAA organizations, federal employees, contractors, and third parties possessing government property.

3. Where Can I Find This Order? You can find this order on the MyFAA Employee website at https://employees.faa.gov/tools_resources/orders_notices. This order is available to the public at https://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. This order cancels FAA Order 4600.27C, dated September 4, 2015.

5. Explanation of Policy Changes. This revision changes the name of the Order from Personal Property Management to Personal Property Asset Lifecycle Management to reflect the purpose and scope of this order. This revision also:

a. Incorporates the use of Voluntary Consensus Standards (VCS), which are technical standards that are developed or adopted by voluntary consensus standards bodies as a means to carry out policy objectives or activities in accordance with Office of Management and Budget Circular A-119, Federal Participation in the Development and Use of Voluntary Consensus Standards and Conformity Assessment Activities,

b. Establishes risk-based asset management practices using Equipment Control Class (ECC) based on the consequence of loss,

c. Updates roles and responsibilities,

d. Establishes requirements for internal controls and performance metrics, and

e. Addresses government property furnished to or acquired by a contractor or third party in the performance of a contract or agreement.

6. Definitions.

a. **Personal Property.** Any tangible asset that is not consumed during use or does not lose its identity as an indivisible component of another asset during use. Real property and cash or other funds are excluded from this definition.

b. **Accountable Personal Property.** Any personal property whose expected useful life is two years or longer and warrants tracking in the Agency's Property System of Record (PSR) based on the Equipment Control Class (ECC) in the Equipment Control Matrix (ECM).

c. **Government-Furnished and Contractor-Acquired Property.** Any property of value directly acquired by, charged to, or in possession of the government furnished to a contractor or third party in the performance of a contract or other agreement. This includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification.

This does not include property in possession of contractors that is incidental to the place of performance, when the contract requires contractor personnel to be located on a government site or installation, and when the property used by the contractor within the location remains accountable to the government.

d. **Additional Definitions.** See appendix B – Part II – Additional Definitions.

7. Authority. FAA Order 1100.1B CHG 2, FAA Organization – Policies and Standards, dated 09/15/17, delegates the authority to manage FAA's Personal Property to the Assistant Administrator for Finance and Management (AFN).

8. Related Publications. Appendix A, Administrative Information, contains Public Laws, Executive Orders, Federal Regulations, U.S. Department of Transportation (DOT) Orders, and FAA. Orders related to FAA asset management.

9. Policy. This order establishes policy and assigns organizational and management responsibilities to ensure that the FAA's Personal Property Asset Management Program is an efficient and effective system of policy, processes, and technology to establish and maintain consistency across the FAA. The requirements are as follows:

a. In the absence of government-wide policy, FAA asset management policies, processes, and systems must incorporate VCS, where appropriate.

b. Personal Property Assets are agency resources and must be tracked throughout the asset lifecycle (i.e., acquisition, utilization, and disposition) based on the ECC.

c. FAA's asset management processes and PSR must leverage technology to support the mission of the FAA and contribute to operational readiness.

d. Personal Property Assets issued to employees and contractor personnel must be limited to items required to perform their official duties.

e. FAA employees, contractors, and third parties must exercise reasonable judgment to conserve and protect assets owned or leased by the government.

f. Loss, damage, destruction, unauthorized use, or misappropriation of personal property assets must be reported upon discovery.

g. When no longer required, personal property assets must be promptly reported and properly disposed of in accordance with all applicable laws and regulations.

h. Internal controls must be established and maintained at all organization levels to ensure that personal property assets are safeguarded against waste, loss, damage, destruction, unauthorized use, or misappropriation.

i. Effective and meaningful performance metrics must be established to report and monitor the FAA's Personal Property Asset Management Program.

j. All FAA employees, contractors, and third parties entrusted with FAA personal property assets must be informed of their responsibilities and complete training required by the Personal Property Asset Management Program Office (AMPO).

k. All Personal Property AMPO personnel must possess and continually demonstrate an appropriate level of competency and proficiency in accordance with the FAA's Aviation Property Management Career Program.

10. Equipment Control Matrix (ECM)¹. The FAA will manage personal property assets based on the ECC, which considers the consequences of loss and the appropriate Equipment Control Level (ECL), as described below:

ECC.	Consequence of Loss	Examples	Equipment Control Level (ECL)
1	Societal safety/security	Equipment that is part of the National Airspace System (NAS) or contains sensitive information or hazardous materials	Continuous
2	Personal safety/security issue	Equipment that may contain Personally Identifiable Information (PII)	Continuous While Mobile
3	Operational	Administrative equipment	Event Tracking
4	Compliance	Federal Electronic Assets (FEA)	Containment
5	Not discernible		No Tracking

The ECC is assigned based on Federal Supply Groups and Classes and documented in the FAA Personal Property Asset Management Process and Procedure Guide.

11. Government-Furnished and Contractor-Acquired Property. Contractors and third parties have stewardship responsibility for government property in their care consistent with the terms

¹ ASTM E2608 Standard Practice Equipment Control Matrix (ECM)

and conditions of the contract or agreement, including property in the possession or control of a subcontractor. The FAA retains the title of this property until proper disposal.

The FAA organization furnishing or authorizing the purchase of government property in the performance of a contract or agreement must establish and maintain property records within the FAA's PSR. This includes Contractor-Acquired Property for which title vests in the FAA for all property acquired or fabricated by the contractor in accordance with the financing provisions or other specific requirements for passage of title in the contract in accordance with the FAA's Acquisition Management Systems (AMS).

12. Roles and Responsibilities.

- a. FAA Employees, Contractors, and Third Parties. Are responsible for:
 - (1) Complying with all applicable regulations listed in appendix A,
 - (2) Safeguarding, preventing, and reporting the loss, misuse, fraud, or waste of government property,
 - (3) Reporting of unrequired and under-utilized assets, and
 - (4) Adhering to ethical standards in accordance with FAA Order 3750.7B, Ethical Conduct, and Financial Disclosure.
- b. Director of Aviation Property Management. Is responsible for:
 - (1) Establishing overall policy and procedures to achieve and sustain an efficient and effective Personal Property Asset Management Program,
 - (2) Ensuring that the Personal Property Asset Management Program meets applicable legal and regulatory requirements,
 - (3) Granting waivers to this order, when applicable, and
 - (4) Delegating any of these authorities as necessary.
- c. Property Operations Division (Personal Property Asset Management Program Office (AMPO)). Is responsible for:
 - (1) Developing and implementing policies, procedures, systems, training, standards, and performance measures to ensure operational readiness in accordance with the personal property asset management lifecycle,
 - (2) Providing support to managers, employees, and contractors with personal property asset management, and
 - (3) Safeguarding and maximizing the utilization of personal property assets.

d. National Utilization Officer (N.U.O.). Is responsible for overseeing the management of unrequired and excess personal property assets for the Agency.

e. Property Officer. Responsible for:

- (1) Ensuring proper management, control, and accountability of FAA personal property assets,
- (2) Ensuring Property Custodians are identified for all organizations,
- (3) Facilitating the establishment and maintenance of the FAA personal property asset records,
- (4) Scheduling, assisting with conducting and reconciling, and approving inventories,
- (5) Evaluating and recommending liability when property loss, damage, or destruction, misappropriation, or misuse has been reported,
- (6) Ordering new or replacement DOT license plates,
- (7) Establishing and maintaining fleet card accounts,
- (8) Coordinating reuse and reporting of unrequired FAA personal property assets and their final disposition,
- (9) Coordinating disposition of Information Technology (IT) assets with the Office of Information Technology (AIT), and
- (10) Conducting inspections and evaluations.

f. Property Administrator. Serves as an authorized representative of the FAA Contracting Officer in accordance with Section 3.10 of the FAA's Acquisition Management Policy for Government-Furnished and Contractor-Acquired Property and is responsible for:

- (1) Ensuring the administration of contract provisions, requirements, and control related to government property from acquisition to disposition,
- (2) Evaluating contractor liability when property loss, damage, destruction, misappropriation, or misuse has been reported,
- (3) Encouraging contractors to use VCS and industry-leading practices and standards to manage government property,
- (4) Conducting an analysis of the contractor's property management policies, procedures, practices, and systems, and
- (5) Requesting Contractor correct property management deficiencies and prepare corrective action plans.

- g. Property Custodian. Responsible for:
 - (1) Physical care and control of all personal property assets in their organization,
 - (2) Maintaining and updating personal property records in the PSR,
 - (3) Reporting transfer and adjustments of personal property assets,
 - (4) Immediately reporting lost, damaged, destroyed, misappropriated, or misused personal property assets,
 - (5) Identifying and reporting unrequired or under-utilized personal property assets and ensuring their final disposition in accordance with instructions,
 - (6) Ensuring required inventory and reconciliation of personal property assets within their organization are completed, and
 - (7) Completing mandatory training requirements.
- h. Property Delegate. Employee or contractor delegated by a Property Custodian to perform personal property asset management tasks. Excludes approving reports of loss, damage, destruction, misappropriation, or misuse of personal property assets. Must complete mandatory training requirements.

13. Property System of Record (PSR). The PSR is the FAA's system of record for tracking personal property assets. Asset records must include unique asset identifiers, uniform and complete descriptions, current organization, user, location, acquisition, utilization, and disposition history.

14. Asset Management Lifecycle. Personal property assets are managed throughout the asset lifecycle, which includes three phases: acquisition, utilization, and disposition.

a. Acquisition

(1) Whenever practical, the FAA should consider using excess personal property to fulfill its requirements when it is cost-effective, and the excess personal property will meet FAA's needs. FAA organizations acquiring or receiving excess personal property from other agencies must ensure that an FAA unique asset identification tag is attached upon receipt and the asset details are added to the PSR upon receipt.

(2) All contracts and other agreements must include a standard clause that requires the contractor providing accountable personal property to place a unique asset identification tag on the lowest replaceable unit and submit asset details and purchase information to the Personal Property AMPO prior to delivery.

(3) Property Custodians receiving accountable personal property purchases from vendors without a contract must ensure that FAA unique asset identification tags are attached and all assets are added to the PSR immediately upon acceptance.

(4) The responsible Program Office must develop the Reutilization and Disposition Plan for all NAS assets that provide communication, navigation, surveillance, or compromise national security. The plan must be coordinated with and approved by the AMPO.

(5) Property Custodians must ensure that the receipt or acceptance of personal property assets are recorded in the PSR and reference a purchase authorization from the FAA's procurement system.

b. Utilization

(1) Movement, changes, and transfers of accountable personal property assets must be recorded in the FAA's PSR based on the asset's ECC. The organization with possession of the accountable personal property asset must report the change when it occurs unless captured by an independent monitoring system or processes such as a network monitoring system or mobile device management system. This includes transfers of personal property assets to and from Contractor Depots.

(2) A report of property loss must be initiated when a government personal property asset is lost, damaged, destroyed, misappropriated, or misused.

(3) Electronic and physical inventory verifications captured by independent systems and processes will be used to update the PSR.

(4) Property Custodians must report all personal property assets not required or fully utilized by their organization promptly so that they can be transferred for reutilization within the FAA. If the personal property asset is not required within the FAA, see guidance in the Disposition section below.

(5) On an annual basis, an inventory and assessment of capitalized FAA personal property assets must be conducted to identify excess capitalized personal property under its control.

(6) On a regular basis, Property Officers may schedule an inventory when personal property assets are not found by independent physical or Electronic Asset Verification (EAV).

(7) The Property Custodian's responsibility is to manage personal property assets that are centrally procured and disposed of by specific organizations within the FAA, such as Information Technology (IT) and the National Wireless Program.

c. Disposition

(1) Property Custodians must immediately report all personal property assets not required by their organization in the PSR for internal screening.

(2) NAS personal property assets with the capability to communicate, navigate, provide surveillance, can compromise national security, or pose a threat to the flying public must be disposed of in accordance with the appropriate Program's NAS Reutilization and Disposition Plan.

(3) Property Officers will provide assistance with reporting and disposing of excess personal property assets.

(4) All disposition of capitalized personal property assets must be reported to the FAA Finance Office to ensure the asset's disposition/retirement is recorded in the financial system.

(5) All disposition of Information Technology (IT) assets must be coordinated with the Office of Information Technology (AIT).

15. Internal Control. The Personal Property AMPO is responsible for assessing risks and documenting the existing processes and controls to evaluate their effectiveness in mitigating risk. The evaluation includes both the internal control design and testing the effectiveness of internal controls in achieving its objectives. The results of these inspections and evaluations will be documented to show management's decision as to what level of risk to accept and where the combination of existing risks and controls is insufficient and requires corrective action.

16. Reports. FAA must annually report to General Services Administration (GSA):

- a. All excess computers and related peripheral equipment that is transferred directly to schools and nonprofit educational institutions.
- b. Exchange/sale transactions (Exchange/Sale Report).
- c. Personal property furnished to non-Federal recipients (Non-Federal Recipients Report).
- d. Disposition of Federal Electronic Assets (FEA Report).

17. Process for Changing this Order or Implementing. Requests for change(s) to either this order or its implementing FAA Personal Property Asset Management Process and Procedure Guide must be sent to the Personal Property AMPO, with supporting justification. The Director of FAA Aviation Property Management authorizes issuance or substantial changes to FAA guidelines as needed to meet the needs of the Agency. Substantial changes to procedures or functional responsibilities must be coordinated with the affected parties for comment for a period of 20 working days. After comment resolution, the addition or change must be added to the FAA Personal Property Asset Management Process and Procedure Guide and will become the current guidance.



Steve Dickson
Administrator

Appendix A. Administrative Information

1. Distribution. This order is distributed to the division/group level in Washington DC Headquarters, regions, and Air Traffic Organization (ATO) service areas and service centers; to the division level at the Mike Monroney Aeronautical Center and the FAA Technical Center, and all FAA field offices with a standard distribution.

2. Delegation of Authority. The Director of FAA Aviation Property Management or the designee authorizes revisions to the FAA. Personal Property Asset Management Process and Procedure Guide.

3. Authority to Change This Order. The Director of FAA Aviation Property Management or the designee has the authority to issue changes to this order.

4. Process and Procedure Guide and Personal Property Bulletins (PPBs)

a. The FAA. Personal Property Asset Management Process and Procedure Guide is the implementing instruction necessary to implement the policy contained in this order. The Guide is available electronically at:

https://my.faa.gov/org/staffoffices/afn/acq_business/aviation_property_management/property_operations/asset_management/pol_guidance.html.

b. FAA. Personal Property Management Bulletins (PPBs) are issued by the AMPO. PPBs are interim changes to the Guide and carry the weight of this order. PPBs must be canceled when incorporated into the FAA. Personal Property Asset Management Process and Procedure Guide or when no longer required. PPBs are available electronically at:

https://my.faa.gov/org/staffoffices/afn/acq_business/aviation_property_management/property_operations/asset_management/pol_guidance.html.

5. Reference Regulatory Documents. This section lists some of the Federal statutes and executive policies pertinent to FAA asset management. This order incorporates, by reference, the listed statutes and policy as well as any future revisions to them and any new statutes or executive policy that may affect FAA asset management.

Reference	Subject
29 Code of Federal Regulations (CFR) Part 1910	Occupational Safety and Health Standards https://www.osha.gov/laws-regs/regulations/standardnumber/1910/
14 USC 139.329	Pedestrians and Ground Vehicles https://www.law.cornell.edu/cfr/text/14/139.329
31 USC 1343	Buying/leasing passenger motor vehicles https://www.law.cornell.edu/uscode/text/31/1343
31 USC 1349	Adverse personnel actions (use of motor vehicles) https://www.law.cornell.edu/uscode/text/31/1349
40 USC. Subtitle I, Chapter 5	Federal Property and Administrative Services Act of 1949, as amended https://www.law.cornell.edu/uscode/text/40/subtitle-1/chapter-5

Reference	Subject
49 USC 32917	Standards for Executive Agency Automobiles https://www.law.cornell.edu/uscode/text/49/32917
49 USC 401 10(c)(4)	General Procurement Authority (Special Use Authority) https://www.law.cornell.edu/uscode/text/49/40110
Energy Policy Act of 1992, Section 303	Alternative fueled vehicles https://www.congress.gov/bill/102nd-congress/house-bill/776/text/enr
Joint Financial Management Improvement Program (JFMIP) SR-03-02	Inventory, supplies, and materials system requirements https://www.gao.gov/assets/jfmip-sr-02-03.pdf
Public Law (PL) 115-419	Federal Personal Property Management Act of 2018 https://uscode.house.gov/statutes/pl/115/419.pdf
Office of Management and Budget (OMB.) Circular A-11 Section 25.5, Table 1	Budget - changes in fleet report https://www.whitehouse.gov/wp-content/uploads/2018/06/a11_web_toc.pdf
OMB Circular A-119	Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities https://www.whitehouse.gov/wp-content/uploads/2017/11/Circular-119-1.pdf
OMB Circular A-123	Management's responsibilities for internal control https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2016/m-16-17.pdf
OMB Circular A-130	Managing Information as a Strategic Resource https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf
Executive Order (EO) 13834	Efficient Federal Operations https://www.federalregister.gov/documents/2018/05/22/2018-11101/efficient-federal-operations
Federal Personal Property Management Act of 2018	https://uscode.house.gov/statutes/pl/115/419.pdf

Department of Transportation (DOT) and FAA. Orders

DOT 4410.4 Equipment Management and Control	https://my.faa.gov/content/dam/myfaa/org/staffoffices/afn/regions_center/materiel_personal_property/asset_management/property_reutilization/policy_guidance/4410_4.pdf
DOT 4420.3A DOT Participation in the Federal Catalog System	https://www.transportation.gov/sites/dot.gov/files/DOT4420.3A_Department%20of%20Transportation%20Participation%20in%20the%20Federal%20Catalog%20System_23-Sep-82.pdf
DOT 4357 Sustainable Acquisition Policy	https://my.faa.gov/content/dam/myfaa/org/linebusiness/avs/programs/ems/resources/DOT-Order-4357-Sustainable-Acquisition-Policy.pdf
DOT 4359 Fleet Sustainability Policy	https://my.faa.gov/content/dam/myfaa/org/linebusiness/avs/programs/ems/resources/DOT-Order-4359-Fleet%20Sustainability%20Policy.pdf

Department of Transportation (DOT) and FAA. Orders

FAA Acquisition Management System	https://fast.faa.gov/AMS_Policy.cfm
FAA Order 3750.7B, Ethical Conduct, and Financial Disclosure	https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1036809

Appendix B. GLOSSARY**PART I. ACRONYMS AND ABBREVIATIONS**

ASTM	Formerly American Society for Testing and Materials, now ASTM International
AMPO	Personal Property Asset Management Program Office
AMS	Acquisition Management System
ATO	Air Traffic Organization
CFR	Code of Federal Regulations
CO	Contracting Officer
DLIS	Defense Logistics Information Service
DOT	Department of Transportation
EAV	Electronic Asset Verification
ECC	Equipment Control Class
ECL	Equipment Control Level
ECM	Equipment Control Matrix
EO	Executive Order
FAA	Federal Aviation Administration
FSC	Federal Supply Class
FSG	Federal Supply Group
FEA	Federal Electronic Assets
IUS	Internal Use Software
IT	Information Technology
JFMIP	Joint Financial Management Improvement Program
NAS	National Airspace System
NSN	National Stock Number
NUO	National Utilization Officer
OMB	Office of Management and Budget
PA	Property Administrator
PII	Personally Identifiable Information
PL	Public Law
PPB	Personal Property Bulletin
PSR	Property System of Record
UCC	Uniform Code Council
VCS	Voluntary Consensus Standards

PART II. ADDITIONAL DEFINITIONS

Acceptance. A formal certification that assets have been received and conform to the terms of the contract.

Accountability. The ability to account for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

Acquisition. Obtaining hardware, supplies, or services through purchase, lease, or other means, including transfer or fabrication, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

Asset. Anything owned having monetary value; tangible or intangible items owned by an entity that have probable economic benefits that can be obtained or controlled by the entity.

Asset Lifecycle. Asset lifecycle is divided into three stages: acquisition, utilization, and disposition.

Capitalized Personal Property. As defined in the FAA. Financial Manual, Volume 8 Property, Plant, and Equipment, Chapter 8.2.3, the FAA capitalizes assets or improvements to assets that meet the following four criteria:

1. Estimated useful life of 2 or more years,
2. Not intended for sale in the ordinary course of operations:
3. Intended to be used or available for use internally or intended to be donated within the Federal government, and
4. Total costs meet the following thresholds:
 - a. \$100,000 or more for assets or improvements placed in service on or after October 1, 2008,
 - b. \$25,000 or more for assets or improvements placed in service before October 1, 2008, and
 - c. \$200,000 or more for internal use software (UIS).

Contract. Any enforceable agreement between an agency and a business concern for the acquisition of property or services.

Contractor. An entity or employee of the entity that has entered a contractual relationship with one or more agencies of the US Government to provide goods or services.

Contracting Officer (CO). The CO is the only FAA official who can authorize a contractor to use government property or acquire property under a contract.

Control. The ongoing function of maintaining physical oversight and surveillance of personal property throughout its complete lifecycle, based on the ECC, using various property management tools and techniques considering the environment in which the property is located and its vulnerability to theft, waste, fraud, or abuse.

Disposition. The act of discarding or relinquishing control over excess or surplus property in accordance with appropriate government regulations through transfer, donation, sale, recycling, destruction, or other final disposal action.

Electronic Asset Verification (EAV). Independent verification from systems external to the Property System of Record (PSR) of an asset's existence, such as a network monitoring system or mobile device management system.

Equipment Control Class (ECC). Five classifications or groupings of equipment based on the consequences of the loss of control as set forth in ASTM E2608 Standard Practice for Equipment Control Matrix (ECM).

Excess Personal Property. Any personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee.

Exchange. To replace personal property by trade or trade-in with the supplier of the replacement item.

Exchange/Sale Property. Property that is not excess to the needs of the agency but eligible for replacement, which is exchanged or sold to apply the exchange allowance or proceeds of the sale for replacement with a similar asset.

Federal Electronic Assets (FEA). Generally, electronics is any item powered by electricity that has logic circuitry enabling the item to perform its intended function. FEA includes, but is not limited to, the following:

- Copiers (Federal Supply Class (FSC) 3610).
- Telephones, fax machines, and communication equipment (Federal Supply Group (FSG) 58).
- Electronic Equipment Components (within FSG 59).
- Electrical and Electronic Properties Measuring and Testing Instruments (FSC 6625).
- Digital Cameras (within FSC 6720).
- Desktop and laptop/portable computers, computer monitors, displays, printers, peripherals, and electronic components (most of FSG 70).
- Televisions and other displays (e.g., FSC 7730).
- Other items that clearly utilize solid-state electronics technology or vacuum tubes to perform.

Federal Supply Class (FSC). The FSC is the first four numbers of the NSN. It identifies the Federal Supply Group (FSG) and the class of the asset. The FSC adds context by indicating the general classification of the item.

Federal Supply Group (FSG). The FSG is the first two numbers of the NSN. The FSG adds context by indicating the general grouping of the item.

Internal Control. An organization's system of internal controls that are designed to provide reasonable assurance of achieving effective and efficient operations, reliable financial and performance reporting, and compliance with applicable laws and regulations. See OMB Circular A-123

Internal Use Software (IUS). Includes applications acquired or developed to meet internal or operational needs used in day-to-day business. *Software for NAS systems are part of the system and not accounted for as a separate line item.*

Inventory (verb). The verification of the existence, location, and quantity of property items. The process may involve verifying additional asset information.

Lifecycle. See Asset Lifecycle.

National Airspace System (NAS). The NAS is the airspace, navigation facilities, and airports of the United States along with their associated information, services, rules, regulations, policies, procedures, personnel, and equipment. It includes components shared jointly with the military. It is one of the most complex aviation systems in the world and services air travel in the United States and over large portions of the world's oceans.

National Stock Number (NSN). The unique 13-digit number that identifies a specific item of supply throughout the Federal supply system. The number is registered in the Federal Logistics Information System (FLIS) maintained by the DLA Information Services (DLIS).

Property Administrator (PA). The PA is the designated representative of the CO. The PA is delegated by the CO to administer the contract requirements and obligations related to government property and is responsible for monitoring all property administration functions from acquisition of the property to final disposition.

Property Record. Formal records of personal property. The record contained within the Property System of Record (PSR).

Property System of Record (PSR). The agency's system used to record, control, and manage property records.

Real property. Includes rights in land, ground improvements, utility distribution systems, and buildings, and other structures, including any permanently installed fixtures.

Risk-Based Asset Management. A system that collects relevant information based on its importance to the agency mission and uses this information to make fiscally responsible decisions that create greater value to the organization. FAA risk-based asset management is based on the assets' Equipment Control Class (ECC).

Stewardship. The obligation of an individual to ensure that government property entrusted to their possession or supervision is properly used/cared for and that proper custody and safekeeping until final disposition is provided.

Voluntary Consensus Standards. Section 12(d) of the National Technology Transfer Act of 1995 (PL 104-113 or "the Act") codified the policies of OMB Circular A-119 Section 12(d)(1) states that "Except as provided in paragraph (3) of this subsection all Federal agencies and departments shall use technical standards that are developed or adopted by voluntary consensus standards bodies using such technical standards to carry out policy objectives or activities determined by the agencies and departments."

Appendix C. FAA Form 1320-19, Directive Feedback Information

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects be added to it. Also, if you find an error, please tell us about it.

Subject Order: FAA Order 4600.27D, Personal Property Asset Lifecycle Management

To: Directive Management Officer at 9-AFN-DMO@faa.gov

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attached separate sheet if necessary)

In a future change to this order, please include coverage on the following subject:
(briefly describe what you want to be added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (08-21) Supersedes Previous Edition