



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

NextGen Organization

William J. Hughes Technical Center

**ORDER**  
**NG 4600.7E**

Effective Date:

12/10/2013

**SUBJ: Removal of Property from the William J. Hughes Technical Center**

---

**1. Purpose of This Order.** This order establishes control over the removal of government-owned or leased property from any building or location at the FAA William J. Hughes Technical Center (Technical Center).

**2. Audience.** All organizations residing at the William J. Hughes Technical Center including contractors and tenant organizations.

**3. Where to Find This Order.** You can find this order on the FAA.GOV website under the "Regulations & Policies" tab and select "Orders & Notices" or visit the MyFAA Employee website. Use "Tools & Resources" tab and select "Orders & Notices."

**4. This Order Cancels.** Order CT 4600.7D, Removal of Property from Technical Center, dated, October 12, 2004.

**5. Policy.** Removal of any government property Accountable or Non-Accountable from any building or location at the Technical Center must meet the following:

**a.** Government property may be removed for official business only.

**b.** It is illegal for any employee, tenant, or contractor to remove government property unless they first complete form DOT F 1660.2, Property Removal Record, or they carry a valid Property Security Pass, DOT F 1660.3.

**c.** A property pass WILL BE required for employees transporting government-owned or leased property from any building or location at the Technical Center in any vehicle during the normal course of duty.

**d.** Any property assigned to a custodian must have the custodian's approval prior to removal from any building or location at the Technical Center.

**6. Procedures.** Any individual removing government-owned or leased property must have in his or her possession, at time of removal, a completed form Property Removal Record, DOT F 1660.2, or Property Security Pass, DOT F 1660.3.

**a.** Preparation and Distribution of Property Removal Record, DOT F 1660.2

(1) The form must be prepared in an original and three copies. The copies are distributed as follows:

- (a) Original and one copy to the security guard;
- (b) One copy to Logistics Management Branch, ANG-E35;
- (c) One copy to the property custodian.
  - (i) The property custodian shall ensure that the individual removing the property has completed Parts A, B, and C as applicable.
  - (ii) Government personnel complete Parts A and B. Non- government personnel complete Parts A and C.
  - (iii) One copy shall be retained in the custodial file until property is returned.

(2) If the individual is an employee or representative of a contractor, vendor, or supplier and is removing property, the security guard will call the office having knowledge of the action and obtain verification.

(3) The security guard will complete Part D of the form and return the original to the individual.

(4) The individual removing the property is responsible to return the property in the same condition that it was received and to the custodian from whom it was borrowed.

**b.** Issuance of Form DOT F 1660.3, Property Security Pass. Government or contractor personnel having a continuing need in the performance of their duties to remove government-owned property, may be issued a Property Security Pass upon request from their supervisor to the Manager, Logistics Management Branch, ANG-E35. These serial numbered forms shall be strictly controlled and accounted for and will not have an expiration date. They must be surrendered when the individual's duties change or the need no longer exists. Examples of personnel requiring Property Security Passes are, photographers, accident investigators, etc.

**7. Forms Availability.** Property Removal Record, DOT F 1660.2, is available on-line at the DOT Forms Library <http://dotnet.dot.gov/forms/>. Property Security Pass, DOT F 1660.3, will be controlled and issued by the Logistics Management Branch, ANG-E35.

**8. Distribution.** This order is available only electronically as described in paragraph 3.

  
Dennis L. Filler  
Director, William J. Hughes Technical Center