



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: FEDERAL SURPLUS PERSONAL
PROPERTY FOR PUBLIC AIRPORT
PURPOSES

Date: 10/1/84
Initiated by: APP-510

AC No: 150/5150-2B
Change:

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1. PURPOSE. This advisory circular (AC) attempts to acquaint public airport owners and other interested parties with the Federal Surplus Personal Property Program for public airports and to continue procedures to be used in applying for and acquiring surplus personal property for this purpose.
 2. CANCELLATION. AC 150/5150-2A, Federal Surplus Personal Property for Public Airport Purposes, dated August 3, 1973, is cancelled.

Paul L. Galis

Paul L. Galis, Director
Office of Airport Planning
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CHAPTER 1. PURPOSE AND AUTHORITY

1. PURPOSE. This Advisory Circular outlines the procedures to be followed by state and local agencies in applying for and acquiring surplus Federal personal property available for public airport purposes. This property is the type required for the development, improvement, operation or maintenance of a public airport.
2. LEGISLATIVE AUTHORITY.
 - a. The Federal Property and Administrative Services Act of 1949, as amended, is the legislative authority for the Federal Surplus Personal Property Disposal Program. By this Act the General Services Administration (GSA) is responsible for supervising and directing the disposal of personal property which becomes surplus to the needs of the Government. One of the authorized means of disposal is by donation of property to certain classes of recipients who become eligible under specific provisions of law.
 - b. Among other things, the Federal Property and Administrative Services Act of 1949 specifically continues, in effect, the provisions of Section 13(g) of the Surplus Property Act of 1944, as amended, (Public Law 80-289). This Section authorizes the conveyance to any state, political subdivision, municipality, or tax-supported institution of all the right, title, and interest of the United States in and to any surplus real or personal property which, in the determination of the Administrator, Federal Aviation Administration (FAA), (acting under the authority delegated by the Secretary of Transportation) is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport as defined in the Airport and Airway Development Act of 1970. The conveyance so authorized is without monetary consideration to the United States but is subject to certain terms and conditions as provided for in Section 13(g) of the Surplus Property Act.

CHAPTER 2. SURPLUS PERSONAL PROPERTY DECLARATION PROCESS

3. DECLARATION AS EXCESS TO NEED OF OWNING AGENCY. Agencies and departments of the Federal Government from time to time find that they own more personal property than they require. When a Federal agency determines that it has no further need for property under its jurisdiction, such property is declared excess to its needs. Inquiry is then made of other agencies and departments of the Government to determine whether one or more of them has need for the property. Any excess property for which a Federal agency or department determines it has a need is transferred to such agency upon request.
4. TYPES OF EXCESS PROPERTY.
 - a. Excess personal property is divided into two categories--"Reported" and "Nonreported."
 - (1) Reported personal property is excess property that must be formally reported to the General Services Administration and made available by GSA to other Federal agencies and departments. It is personal property of the type or category which, because of its monetary value, location, condition, transportability, etc., has high utilization potential for other Federal agencies.
 - (2) Nonreported personal property is excess property that is not required to be formally reported to the General Services Administration for utilization screening, but is still made available by GSA to other Federal agencies and departments. It is personal property of the type or category which, because of its specialized nature, low monetary value, condition, transportability, etc., has limited utilization potential by another Federal agency.
5. DECLARATION AS SURPLUS.
 - a. As a general rule, Federal agencies have approximately 60 days within which to apply for reported excess property and 15 days for non-reported excess property. If no Federal agency or department has a need for either type of property the Administrator of the General Services Administration is authorized to declare it surplus property, and it is, thereafter, available for disposal outside the Federal Government.
 - b. The date on which any item of excess personal property becomes surplus to the overall needs of the Federal Government is referred to as the surplus release date (SRD). For 21 days following the SRD, Federal surplus personal property is legally available for donation under those programs authorized by law, including the program for donating such property for public airport purposes. All surplus

property that is not disposed of to eligible donees under such programs within the 21-day donation screening period will become available for sale.

6. PRIORITY FOR PUBLIC AIRPORTS. The Federal Property Management Regulations issued by the GSA provide that during the first five days (including the weekends) of the 21-day donation screening period, applications for reportable surplus personal property to be used for public airport purposes must be given preference over applications for other purposes authorized by the Federal Property and Administrative Services Act of 1949. Nonreportable property is available on a first-come, first-served basis. Any public agency responsible for operating one or more public airports may apply directly or through its representative for a donation of Federal surplus personal property. In addition, a state aeronautical agency, when specifically so empowered by state legislation, may apply for the donation of surplus personal property under the special conditions outlined in paragraph 18 of this advisory circular.
7. USE OF GSA EXCESS PROPERTY CATALOGS. As a means to facilitate screening by Federal agencies, the regional offices of GSA prepare cataloged listings of those items which are required to be formally reported to it (reported excess). Normally, the regional catalogs will list excess property at least 30 days before the SRD. The GSA catalogs, thus, are a prime source of information regarding excess material being screened by other Federal agencies prior to becoming available to non-Federal activities as "surplus." It is not a responsibility of the FAA to screen, locate, acquire title to, or deliver surplus property eligible for conveyance for airport purposes. However, through arrangements with GSA, each FAA Airports District Office will receive current copies of the GSA catalogs and make them available for review by owners of public airports. In addition, FAA personnel will assist airport owners by explaining the disposal procedures outlined in this circular and will maintain a stock of the required application forms.

CHAPTER 3. THE SCREENING PROCESS

8. SCREENING OF SURPLUS PROPERTY. The opportunity for eligible agencies to acquire excess property at no cost during the limited 21-day donation screening period results in active competition. Under the Federal Property and Administrative Services Act of 1949, these state agencies may recover from the ultimate donee fees and charges to cover their own administrative costs as well as screening and transportation expenses in moving the material. Although airport applicants enjoy a priority for the first five days of the donation screening period for reported property, there is no authority under P.L. 80-289 for any agency other than the ultimate grantee to acquire such property. Consequently, an airport applicant must be alert and knowledgeable as to the location and surplus release date (SRD) of suitable property to utilize this program effectively.
9. CONDITION OF PROPERTY. Airport owners seeking to acquire surplus property should understand that all such property is offered on an "as is, where is" basis. No warranties are expressed or implied. Normally, the property will be available for inspection during the "excess" period to enable the applicant to determine whether the items are suitable and worth the effort and expense of acquisition. The catalog listings of the GSA contain a condition code indicative of the reported status of the property. (For an explanation of the condition codes, see Appendix 3.) It should be explained, however, that the condition code used in the reporting of material to GSA is primarily as excess. The actual condition of the item, its anticipated useful life, and its suitability for use on a civil airport may be inferred but not conclusively determined from the condition codes reported by the owning agency to GSA.
10. ADDITIONAL SCREENING INFORMATION. Responsibility for locating available property, determining its condition and suitability, submitting required application forms and assumption of the costs of packing, shipping and delivery rests with the applicant/donee. Furthermore, unlike the donations available to public agencies and certain educational and public health institutions and organizations as authorized by the Federal Property and Administrative Services Act of 1949, property authorized for conveyance under P.L. 80-289 may be transferred only to the ultimate owner. There is no provision for HEW, FAA, or any other Federal or state agency to acquire or to "freeze" title to any property for subsequent distribution to airports. Some screeners have developed an arrangement with Property Disposal Officers (PDO) at installations generating large amounts of surplus property under which the PDO will entertain "want lists" as a matter of accommodation. Frequently, the PDO, by a collect telephone call, may advise the screener of the availability or prospective availability of items of property appearing on the want list. The lead time afforded by advance notification is helpful to airport applicants in view of the short five-day priority

period; however, care should be taken that the Standard Form SF 123, Transfer Order Surplus Personal Property, is not delivered to the GSA office before the SRD, otherwise it may be returned to FAA with action by GSA.

11. IDENTIFICATION OF SCREENERS.

- a. All screeners (airport owners, state aeronautical officials or agents) must have a valid GSA Screener's Identification Card, GSA Form 2946 (Rev. 10-77), prior to screening and freezing surplus personal property at holding or military installations. These screener cards are U.S. Government property and will be controlled by the issuing FAA office (regional division office or airport district office). GSA requires that the expired or obsolete cards be returned to their office thereby requiring FAA to maintain control of the cards issued.
- b. The procedure for issuing the GSA Screener's Identification Card, GSA Form 2946 (Rev. 10-77), should generally follow these steps:
 - (1) Submit a written request to the local FAA Airport Office for screener's designation.
 - (2) The FAA will send you a blank GSA Screener Identification Card with instructions for preparation. A current picture of the screener applicant must be made for the card.
 - (3) Return the completed card and picture to the FAA for further processing.
 - (4) When the card has been completed and laminated, it will be returned to the requesting screener with instructions to return it upon expiration and to notify the FAA if the card is lost.

The procedure for issuing the screener's cards may vary from region to region so you should check with your local FAA office to verify the procedures.

**GENERAL SERVICES ADMINISTRATION
SCREENER'S IDENTIFICATION**

PHOTO	SCREENER'S NAME
	SCREENER'S ORGANIZATION
	SCREENER'S SIGNATURE
	SPONSORING AGENCY
	NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE.

GSA FORM 2946 (REV. 10-77)

Sample
Card Front

SIGNATURE OF SPONSORING AGENCY OFFICIAL		
This Card Holder is authorized to screen and select personal property subject to the constraints hereon indicated.	CARD NUMBER	EXPIRATION DATE
	AUTHORIZED SCREENING AREA	AUTHORIZED PROGRAM
SIGNATURE OF GSA OFFICIAL		REGION
IF FOUND, DROP IN ANY P.O. MAILBOX FOR RETURN TO: GENERAL SERVICES ADMINISTRATION, WASHINGTON, DC 20406 TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION. PROPERTY OF U.S. GOVERNMENT GSA FORM 2946 BACK (REV. 10-77)		

Sample
Card Back

12. COLLECTIVE SCREENING. Regional and local associations of airport owners, as well as the official aeronautical commissions or departments of the several states, may frequently be in a position to screen and locate available surplus property suitable for conveyance to public airports. The FAA Airports District Office will cooperate with such efforts and will endeavor to obtain copies of the Excess Property Catalog for such assisting agencies.

CHAPTER 4. APPLICATION PROCEDURES

13. LEGAL BASIS FOR CONVEYANCE. Public Law 80-289 authorizes property to be conveyed for airport purposes subject to certain terms and conditions. Under the Surplus Property Act and by the authority delegated to him by the Secretary of the Department of Transportation, the Administrator, FAA, may recommend to the appropriate disposal agency, changes, modifications, deletions, and amendments to the covenants specified in the Act. Under this broad authority and to achieve simplification in the procedures as they relate to surplus personal property, the Administrator of the FAA has agreed to accept the assurances printed on the reverse side of the GSA application, SF 123, as covenants of promised performance by the grantee. Appendix 4 of this circular is a reproduction of the current SF 123, Transfer Order Surplus Personal Property. When the applicant signs the SF 123, he is making an offer of performance with respect to the requested property which will become a contract if, and when, the Government releases the property to him. The terms of this offer are spelled out in paragraph 1.c. on the reverse side of the form.
14. PREPARATION OF THE TRANSFER ORDER. The SF 123 will be available in interleaved carbon sets at Airports District Offices of the FAA. Instructions for the completion of the form will be available at these offices. Whether the applicant is a state aeronautical agency or an airport owner applying for the property personally or through a designated agent, the authorized signature in the appropriate block constitutes a binding and continuing contract with the Government for the useful life of the property. To facilitate GSA processing procedures, reportable items with different surplus release dates should be requested by a separate SF 123. Separate applications are required by GSA for (1) reportable property; (2) nonreportable property at different holding locations; (3) property requested under different GSA control numbers; and (4) DOD property requested under different DLSC (Defense Logistics Services Center) control numbers.
15. CIVIL RIGHTS ASSURANCE. The regulations implementing Title VI of the Civil Rights Act of 1964 require assurances by the recipients of any Federal loan, grant, or other assistance that there will be no discrimination in enjoying the benefits of such assistance on the basis of race, sex, color, or national origin. Applicants must understand that such assurances, printed on the reverse of SF 123 (see paragraph 13, above), also become part of the contract with results upon release of the surplus property to them.
16. DELEGATION AS APPLICANT'S AGENT. In some instances, owners of airports may find it advantageous to designate a state official, or recognized official of a collective association, not only to screen surplus property but to actually apply for the property as its agent. In preparing the

SF 123, therefore, Block 13a "Transferee" must be prepared in the name and address of the public airport which will take title to the property. The airport owner, if acting on its own behalf through its own official, will sign its name in Block 13b of the SF 123 and enter the official title below the signature. If an agent is executing the application on behalf of the airport, he will sign in Block 13b but enter below his signature the words "Transferee, _____ Aeronautical Commission," or similar agency representation. In the preparation of applications which are made by a state agency as principal, the name and address of the state agency will appear in Block 13a as "Transferee." GSA will accept applications for conveyance of surplus property for airport purposes presented in these several ways. For detailed instructions on the completion of SF 123, see paragraphs 14 and 15.

17. SUGGESTED PROCEDURES WHEN AIRPORT IS REPRESENTED BY STATE OR ASSOCIATIONAL AGENT. When the applicant is represented by an agent, screening, preparation, and processing of applications can be expedited by using the following procedures where compatible with state law.
- a. An airport owner who wishes to use an agent should prepare a formal delegation of authority empowering the named representative to apply for, screen, and request property on his behalf and to commit the airport owner to the obligations listed in paragraph 24. Copies of this delegation should be given to the agent and to the FAA Airports District Office.
 - b. An airport owner should furnish its agency with a "want list" of general categories of surplus property desired for the airport. The owner should forward an information copy of the list to the FAA Airports District Office. The agent should screen the current Excess Property Catalogs and Bulletins and determine the possible availability of items desired by the airport owners.
 - c. The agent should visit the site of the surplus property which is to be released and determine its suitability to fill the airport owner's requirements.
 - d. Prior to the execution and filing of a SF 123 on behalf of an airport owner, the agent should communicate with his principal and ascertain that the property concerned is still wanted and, in the light of its condition and location, will be accepted in the event the application is approved.
 - e. Based upon the circumstances, the agent, if appropriate, should prepare a SF 123 on behalf of the airport applicant, obtain the required certification from the FAA Airports District Office and forward it to GSA, or deliver it to FAA for certification and forwarding to

GSA, whichever procedure has been agreed upon. It may prove helpful for the airport owner to furnish the agent with reproduced copies of the agency designation for attachment to the original of each application.

18. CONVEYANCES TO STATE AERONAUTICAL AGENCIES.

- a. Basis for Transfers. Frequently, owners of small public airports have a one-time requirement for the use of heavy construction equipment to accomplish major repairs, improvements, or further development of their facility. The permanent transfer of costly construction equipment to an airport to fill such a requirement ordinarily cannot be economically justified. Consequently, in the past these airports have been at a disadvantage in obtaining surplus heavy equipment to fill nonrecurrent needs of this kind. Where a state aeronautical agency conducts a program of assistance to local public airports in accomplishing such projects, the FAA may approve the transfer of limited types of such equipment to the state agency for such use on public airports.
- b. Eligibility of State Programs. Before applying for the equipment, a state aeronautical agency should file with the FAA the details of its program for using the equipment on public airports. The airports need not be specifically named, but there must be evidence that the equipment will fill a need, that it will be loaned or made available only to publicly owned airports, that it will be kept in serviceable condition, and that it will not be used for other than airport purposes. Thereafter, application for the equipment pursuant to this plan may be made by the state agency on the SF 123. The state program may include appropriate provisions to recover from benefiting airports the cost of equipment, maintenance, operation, where provided, and necessary transportation. No administrative costs, surcharges, or other fees may be imposed.
- c. Program Limited to Airport Purposes. Surplus property will not be transferred to a state aeronautical agency for any public purpose other than for loan or use at public airports. Administrative use of such property by the state agency is expressly prohibited. Use of the equipment for nonairport purposes, whether with or without state agency approval, will be considered a breach of the terms under which it was donated to the agency.
- d. Ownership Responsibility of State Agency. When the equipment is transferred to a state aeronautical agency, the agency becomes the donee owner and is solely responsible to FAA for compliance with all terms and conditions of the conveyance. This is true even though the agency, in the operation of its program, may have only recurrent

possession of the equipment. Under the terms of its agreement with the Government, the state agency must assure conformity by airport owners to the compliance requirements applicable to actual use of the property.

- e. Equipment Eligible for State Airport Loan or Use Programs. Equipment eligible for transfer for state airport programs will normally be limited to heavy construction types associated with excavating, hauling, clearing, and building projects commonly carried out on airports. This will include drayage equipment necessary to move donated property about the state pursuant to a loan or use program. The following are examples of the types of construction equipment which may be recommended for transfer for state loan or use programs.

Aggregate Plants	Cranes
Back Hoes	Earth Boring Equipment
Bituminous Equipment	Graders and Attachments
Buckets	Land Clearing Equipment
Concrete Producing Equipment	Pile Driving Equipment
Rollers	Tractors
Trucks	Trenching Machine

The above listing is not necessarily all inclusive. Items which are not on this list may be requested if definitely required as a part of construction work. Office equipment, vehicles, aircraft, or other items required primarily for the administration of the state program will not be approved for donation. However, items directly related to the development, improvement or maintenance of a public airport system (such as navigation aids, communication and teletype facilities, and electronic maintenance and repair parts to support these systems) and requested by a state aeronautical commission, when such commission is acting as an agent for the airport(s) will require a covering letter of justification, and will be forwarded by the GSA Regional Office to the GSA Central Office, Utilization and Donation Branch, Personal Property Division, Federal Supply Service.

CHAPTER 5. ELIGIBILITY

19. CERTIFICATION PROCEDURE. Under Public Law 80-289, the FAA is required to certify whether the surplus property listed on the application is essential, suitable or desirable for, or reasonably necessary to fulfill the immediate or foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport. When the designated FAA representative reviews an application for surplus personal property, he makes a determination as to the need for the requested property and, if appropriate, certifies to it upon the application form. No priority is established between public airports and state aeronautical agencies, and applications will be considered and processed by the FAA without preference or discrimination.
20. GUIDELINES FOR ELIGIBILITY.
- a. Must be Need for the Property. To be eligible there must be an airport need for each requested item. Requests received from a public airport will be checked against the FAA inventory record of surplus property previously conveyed to the same airport (see chapter 7). Requests received from a state aeronautical agency for property which is to be used at public airports within the state will be checked against inventory records of surplus property previously conveyed to the state agency and must be in conformity with an approved state loan or use program on file with the FAA.
 - b. Need Must be Direct. The need for the item must be one which the item can directly fulfill. Surplus personal property--unlike surplus real property--will not be recommended for donation in order to permit the owner to derive revenue, even for an airport, by renting or using it for a nonairport purpose. In this connection, property required by an aeronautical activity (e.g., engine stands, aircraft starters, wing jacks, etc.) will not be recommended by FAA since such property is not directly needed to develop or maintain the airport. In fact, an airport manager/fixed-base operator who received such property would have an unfair competitive advantage over other fixed-base operators.
 - c. Typical Eligible Surplus Property. The following are examples of the types of personal property which may be requested for public airport purposes:

sweepers	approach lights
rollers	boundary lights
mowers	wind cones
concrete mixers	wind socks
asphalt kettles	tetrahedrons
air compressors	wind tees
rakes	segmented circles
blitzers	wind direction indicators
dump trucks	cable
trucks	arresting barriers
tractors	blast fences
jeeps	fencing
snow plows	utility systems/components
fire trucks	buildings
crash trucks	hangars
beacons	T-hangars
runway, taxiway and apron lighting	radio equipment
fixtures & equipment	navigational aids

The items listed above are examples of types of equipment required for the development, improvement, operation, or maintenance of a public airport; the listing is not intended to be all inclusive. Items not on this list may be obtained if available by submitting a written statement with the application explaining why they are needed. Such justification should reveal the present inventory of similar airport equipment, the specific use for which the items are requested, the procedures to be relied on to assure their continued availability for airport purposes, and the means by which they will be maintained in serviceable condition.

- d. Surplus Aircraft. Flyable aircraft are specifically excluded from donation. Requests may be approved for use by airport owners of cannibalized and demilitarized aircraft for firefighting and rescue training, but these requests require further determination by the GSA Central Office.
- e. Factors to Consider in Requesting Unusual Items. Under a liberal interpretation of the language of the Surplus Property Act, practically any item of property or equipment could be considered in some way "essential, suitable, or desirable" for airport purposes. In keeping with the intent of the Act, however, FAA will, as a matter of policy, limit its recommendations to such items as are listed in paragraph 20c above or to items having a similarly direct and primary application to the airport owner's continuing responsibility to operate, preserve, maintain, develop, and improve public airport facilities. Each request must be evaluated on its own merits. However, the FAA, in certifying an airport owner's need for specific items of Federal surplus property, will consider the following factors:

- (1) Relevance to Airport Facilities. Many common items such as office equipment, passenger vehicles, printing and reproduction equipment, etc., may be needed to satisfy a general requirement of the owner of a public airport. However, FAA recommendations will be limited to items which will normally be used directly and primarily in the preservation, maintenance, operation, or development of basic airport facilities.
 - (2) Capability to Maintain. Grantees of surplus Federal property will be required to maintain such property throughout its useful life. Some items, particularly complex heavy construction equipment, are costly to maintain. In certifying the need for such equipment at a small airport or at one with limited maintenance capabilities, the FAA will inquire as to the applicant's plans for maintaining it. A clear understanding should be reached that the grantee will not be relieved of his maintenance responsibility because he lacks the maintenance capability normally required for such equipment. It should also be understood that the maintenance obligation does not extend into the indefinite future, but rather only as long as the property can, with proper care, be economically maintained in good working order. If there is any evidence that the grantee plans to request authority to trade in the item rather than maintain and use it, the initial request will not be approved. However, approval may be granted for the transfer of selected items of equipment listed in paragraph 20c if needed to provide replacement components for similar items on hand.
21. UNAPPROVED ITEMS. Items not approved will be lined out and initialed. If the FAA representative determines that there is no need for any of the items applied for, he will return the application through the channels by which it was received.
 22. APPROVAL AND TRANSMITTAL TO GSA. If one or more of the items applied for on the SF 123 are approved, the FAA representative will indicate his approval by signing the application in the space provided (block 14b) and entering date of approval in block 14c. He will retain one copy and forward the original and three copies to the GSA regional office for the area in which the property is located. If the application is approved by GSA, one copy of the approved application will be forwarded to the PDO of the installation where the property is located, and two copies will be returned to FAA. The FAA will forward one of its two copies to the applicant. (See flow chart, appendix 4.)

CHAPTER 6. CLAIMING AND IDENTIFYING SURPLUS

23. PICKUP OR SHIPPING ARRANGEMENTS.

- a. Surplus personal property at the various disposal locations is under the jurisdiction of the PDO at military installations and Utilization Officers at the GSA regional offices.
- b. It is the responsibility of the applicant or its agent to make arrangements with the PDO or the Utilization Officer, whichever is appropriate, for pickup or shipment of the property. Instructions for pickup or shipping should be inserted in block 11 on SF 123. Generally the holding agency will retain the property for a period not to exceed 42 calendar days after the SRD.
- c. If the fully approved application is not received within the 42-day period or pickup is not accomplished within 15 working days following notification of availability, other disposition of the property may be made by the PDO. Accordingly, the PDO should be alerted to the arrival of an application if expiration of the time period is imminent.

24. OBLIGATION UPON TAKING POSSESSION. Under the contract by which an applicant receives surplus property, he is obligated:

- a. To maintain the identification of each item by marking, painting, labelling, etc., as reasonably appropriate to indicate that it has been conveyed for airport purposes. To facilitate meeting this requirement the FAA will make available suitable decals which can be applied to the property and which contain the words:

FEDERAL SURPLUS PROPERTY
To Be Used For Airport Purposes

- b. To keep the property in good repair and to make it available for inspection by FAA upon request.
- c. Not to sell, salvage, or dispose of it without the consent of the FAA.
- d. Not to use it for nonairport purposes except when all the following conditions are met:
 - (1) The use is for public purposes.
 - (2) The use does not result in personal profit.

- (3) The use does not interfere with the continued availability of the property for airport purposes.
- (4) The airport account is fully credited with the fair rental value of the property and reimbursed for any cost of repairs attributable to the permitted nonairport use.

The exceptions stated in d. above are inapplicable to surplus property donated to a state aeronautical agency for a loan use program (see paragraph 18c).

CHAPTER 7. ACCOUNTABILITY FOR PROPERTY

25. RECORD OF SURPLUS PROPERTY.

- a. Upon approving an application and releasing the requested property, GSA returns two completed copies of SF 123 to the FAA. The FAA forwards one of these to the applicant as notice that the property will be shipped or that the PDO will advise when it may be picked up. When the property is actually received, the applicant will so certify on his original file copy of SF 123 (copy 7, see flow chart, appendix 4) and send it to the FAA. This copy plus any other pertinent records will be added to the inventory of surplus personal property held by that applicant. This inventory is the basis for periodic FAA reviews to assure that the terms and conditions of the donations are being met.
- b. Donees will not be held accountable for surplus personal property for more than one year from the date of donation. In certain circumstances they may be relieved of accountability at an earlier date by the FAA upon presentation of adequate justification.

26. NONACCOUNTABLE ITEMS. Continuing accountability will not be maintained for the following types of surplus personal property:

- a. Property which is to be disassembled and its component parts used for replacement in the repair of similar units.
- b. Consumable property such as paint, plywood, nails, bolts, screws, wrenches, electrical wire and accessories, pipe and fittings, paper, etc.
- c. Property having a functional value of less than \$100 (micrometer, chain hoist, belt sander, etc.).

APPENDIX 1. FEDERAL AVIATION ADMINISTRATION REGIONAL
AND AIRPORTS DISTRICT OFFICES AND REGIONAL BOUNDARIES

See AC 150/5000-3G, Address List for Regional Airports Divisions and Airports District/Field Offices, dated May 9, 1983, for correct address listing.

APPENDIX 2
REGIONAL DIRECTORS
UTILIZATION AND DISPOSAL SERVICE
GENERAL SERVICES ADMINISTRATION

ADDRESS COMMUNICATIONS TO:

Regional Director
General Services Administration
Property Management and Disposal Service

REGIONAL OFFICE

P.O. and Court House
Boston, Massachusetts 02109
Phone: Area Code 617
223-2651

26 Federal Plaza
New York, New York 10007
Phone: Area Code 212
264-2650

General Services Regional Office Bldg.
7th and D Sts., S.W.
Washington, D.C. 20407
Phone: Area Code 202
963-3584

1776 Peachtree Street, N.W.
Atlanta, Georgia 30309
Phone: Area Code 404
526-5631

U.S. Court House
219 South Dearborn Street
Chicago, Illinois 60604
Phone: Area Code 312
353-6045

GSA Administration Building
1500 East Bannister Road
Kansas City, Missouri 64131
Phone: Area Code 816
361-0860, Ext. 7237

STATES SERVED

Maine, N.H., Vt.,
Conn., Mass., and R.I.

N. J., N.Y., Puerto
Rico, and V.I.

District of Columbia,
Del., Md., Penna., Va.,
and W. Va.

Ala., Fla., Ga., Ky.,
Miss., N.C., S.C., and
Tenn.

Ill., Ind., Mich.,
Minn., Ohio, and Wisc.

Iowa, Kan., Missouri,
Neb.

REGIONAL OFFICE

819 Taylor Street
Fort Worth, Texas 76102
Phone: Area Code 817
334-2331

Building 41, Denver Federal Center
Denver, Colorado
Phone: Area Code 303
234-3934, Ext. 8266

49 Fourth Street
San Francisco, California 94103
Phone: Area Code 415
556-5314

GSA Center
Auburn, Washington
Phone: Area Code 206
833-5265

AREA SERVED

Ark., La., N. Mex.,
Okla., and Texas

Colo., Mont.,
N. Dak., S. Dak.,
Utah, and Wyom.

Ariz., Calif.,
Nev., and Hawaii

Alaska, Idaho,
Ore., and Wash.

GENERAL SERVICES ADMINISTRATION REGIONAL OFFICES

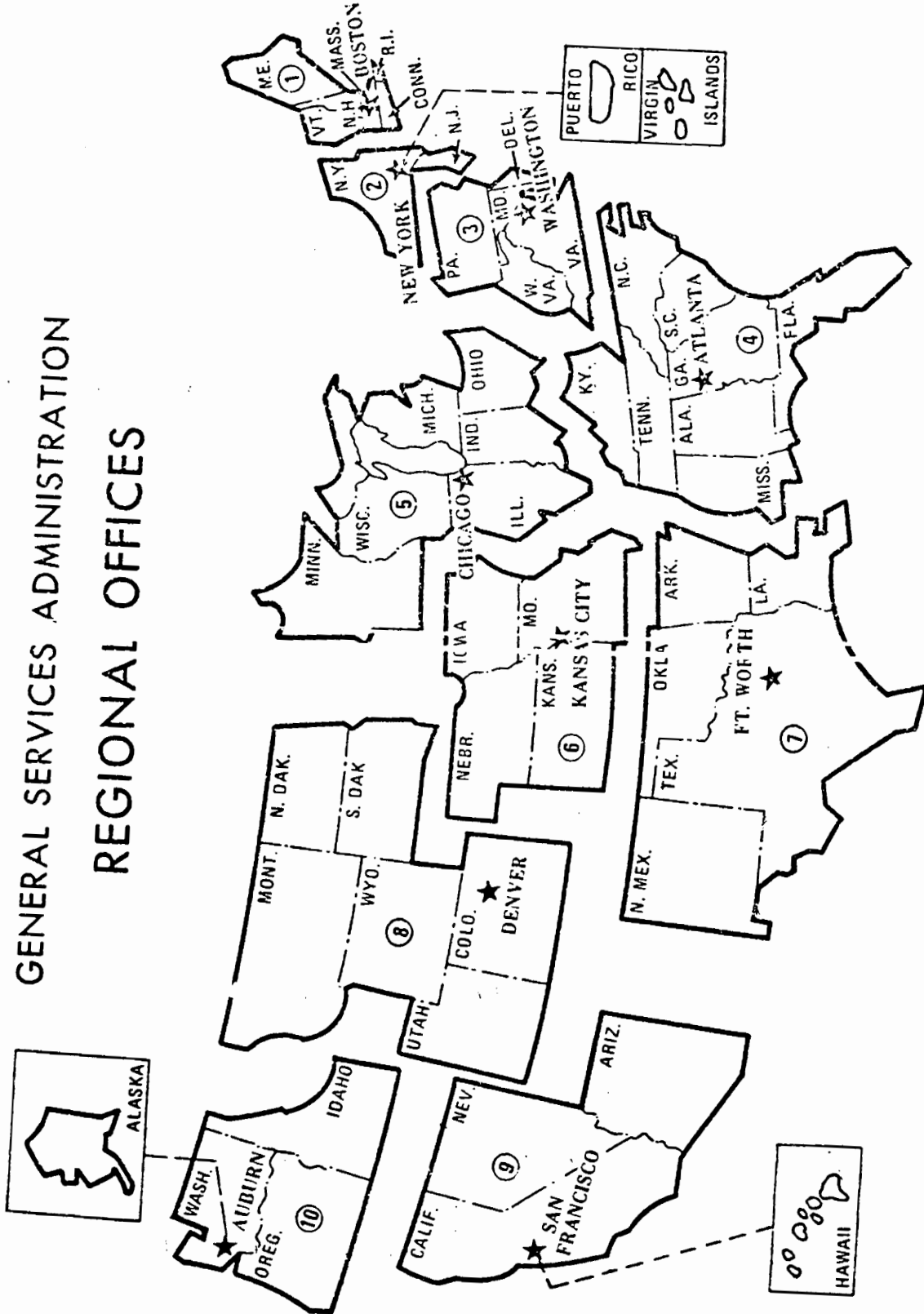


Figure 1. GSA Regions

APPENDIX 3
MEANINGS OF CONDITION CODES

<u>CONDITION CODE</u>	<u>BRIEF DEFINITION</u>	<u>EXPANDED DEFINITION</u>
N-1	New - Excellent	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
N-2	New - Good	New or unused property in good condition. Does not quite qualify for N-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
N-3	New - Fair	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated or damaged to the extent that utility is slightly impaired.
N-4	New - Poor	New or unused property, soiled, rusted, mildewed, deteriorated or damaged, condition is poor still having some utility, but cannot be classed as salvaged.
E-1	Used-Reconditioned-Excellent	Used property, but repaired or renovated and in excellent condition.
E-2	Used-Reconditioned-Good	Used property which has been repaired or renovated and, while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.
E-3	Used-Reconditioned-Fair	Used property which has been repaired or renovated but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.
E-4	Used-Reconditioned-Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear and tear, corrosion, exposure to weather or mildew.

<u>CONDITION CODE</u>	<u>BRIEF DEFINITION</u>	<u>EXPANDED DEFINITION</u>
0-1	Used-Usable Without Repairs-Excellent	Property which has been slightly or moderately used, no repairs required, and still in excellent condition.
0-2	Used-Usable Without Repairs-Good	Used property, more worn than 0-1 but still in good condition with considerable use left before any important repairs would be required.
0-3	Used-Usable Without Repairs-Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) worn and should be replaced.
0-4	Used-Usable Without Repairs-Poor	Used property which is still usable without repairs but in poor condition and updependent or uneconomical in use. Parts badly worn and deteriorated.
R-1	Used-Repairs Required-Excellent	Used property, still in excellent condition, but minor repairs required. Estimated repairs would not cost more than 10% of acquisition cost.
R-2	Used-Repairs Required-Good	Used property, in good condition but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost.
R-3	Used-Repairs Required-Fair	Used property, in fair condition but extensive repairs required. Estimated repair cost would be from 26% to 40% of acquisition cost.
R-4	Used-Repairs Required-Poor	Used property, in poor condition and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical in use if repaired. Estimated repair costs between 41% and 65% of acquisition cost.

10/1/84

AC 150/5150-2B
Appendix 3

<u>CONDITION CODE</u>	<u>BRIEF DEFINITION</u>	<u>EXPANDED DEFINITION</u>
X	Salvage	Salvage. Personal property that has some value in excess of its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal agency) and its repair or rehabilitation for use as a unit (either by the holding or any other Federal agency) is clearly impracticable. Repairs or rehabilitation estimated to cost in excess of 65% of acquisition cost would be considered "clearly impracticable."
S	Scrap	Material that has no value except for its basic material content.

APPENDIX 4. STANDARD FORM 123, TRANSFER ORDER
SURPLUS PERSONAL PROPERTY

TRANSFER ORDER SURPLUS PERSONAL PROPERTY		1. ORDER NO(S) a. _____ b. _____		FORM APPROVED OMB NO 29-R0167	PAGE 1 OF _____ PAGES
2. TYPE OF ORDER <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> DOD/SEA <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE	4. SET ASIDE DATE	5. <input type="checkbox"/> NONREPORTABLE <input type="checkbox"/> REPORTABLE	6. TOTAL ACQUISITION COST
7. TO: GENERAL SERVICES ADMINISTRATION (FSS)*				8. LOCATION OF PROPERTY	
9. HOLDING AGENCY (Name and address)*				10. FOR GSA USE ONLY	
				SOURCE CODE <input type="checkbox"/>	
				STATE <input type="checkbox"/> <input type="checkbox"/> CITY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				TYPE OF DONATION <input type="checkbox"/> <input type="checkbox"/>	
				ADJUSTED ALLOCATION CODE <input type="checkbox"/> <input type="checkbox"/>	
11. PICKUP OR SHIPPING INSTRUCTIONS*					

12. SURPLUS PROPERTY LIST						
L/I NO. (a)	IDENTIFICATION NUMBER(S) (b)	DESCRIPTION (c)	COND. CODE (d)	QUANTITY AND UNIT (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
13. TRANSFEREE ACTION Transferee certifies and agrees to the terms, conditions, and assurances as specified on reverse.		e. TRANSFEREE (Name and address of State Agency, SEA, or public airport)*	b. SIGNATURE AND TITLE OF STATE AGENCY OR DONEE REPRESENTATIVE		c. DATE	
			d. SIGNATURE OF NATIONAL SEA OFFICER		e. DATE	
14. ADMINISTRATIVE ACTION I certify that the administrative actions pertinent to this order, as specified on reverse have been and are being taken.		a. DETERMINING OFFICER (DOD or FAA)*	b. SIGNATURE OF DETERMINING OFFICER		c. DATE	
		d. GSA APPROVING OFFICER	e. SIGNATURE OF APPROVING OFFICER		f. DATE	

*Please include "ZIP Codes" in all address blocks.

123-106

STANDARD FORM 123 (REV. 10-77)
Prescribed by GSA
FPMR (41 CFR)—101-44.110

CERTIFICATIONS, AGREEMENTS, AND ASSURANCES

The transferee specified in block 13a on the obverse of this transfer order, in consideration of and for the purpose of obtaining any surplus property for donation covered by such transfer order, recognizes and agrees that any such transfer will be made by the United States in reliance on the following certifications, agreements and assurances:

1. OFFICIAL SIGNING IN BLOCK 13b AS REPRESENTATIVE OF: a. STATE AGENCY. (1) As a condition of the allocation of property listed in block 12, the State agency, for itself, and, with respect to any such property to be distributed in an adjacent State, pursuant to an approved Inter-State Distribution Agreement as agent for an authorized representative of the adjacent State, hereby certifies:

(a) It is the agency of the State designated under State law and as such has legal authority within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, 63 Stat. 386, as amended (hereinafter referred to as the Act), and the regulations of the General Services Administration to receive surplus property for distribution within the State to eligible donees within the meaning of the Act and regulations.

(b) The property listed on this document or attachments hereto is usable and needed by a public agency for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, and public safety, or for educational or public health purposes, including research for any such purpose, by an eligible nonprofit institution or organization which is exempt from taxation under section 501 of the Internal Revenue Code of 1954, in the State.

(c) When the property is picked up by or shipped to a State agency, the State certifies that it has available adequate funds, facilities, and personnel to effect accountability, warehousing, proper maintenance, and distribution of the property.

(d) When the property is distributed by a State agency to a donee, or when delivery is made direct from a holding agency to a donee, that the donee who is acquiring the property is eligible within the meaning of the Act and the regulations of the General Services Administration, and that such property is usable and needed by the donee.

(2) With respect to donable property picked up by or shipped to a State agency, the State agency agrees to the following:

(a) The right to possession only is granted and the State agrees to make prompt State-wide distribution of the same on a fair and equitable basis, to donees eligible to acquire property under Section 203(j) of the Act and regulations of the General Services Administration, after such eligible donees have properly executed the appropriate certifications and agreements established by the State agency and/or the General Services Administration.

(b) Title to such property shall remain in the United States of America although the State shall have taken possession thereof. Title to the property shall pass to the eligible donee when it executes the certifications and appropriate agreements required by the State agency and has taken possession of the property.

(c) The State agency further agrees that it will pay promptly the cost of care, handling, and shipping incident to taking possession of such property and that during the time the title remains in the United States of America, it will be responsible, as a bailee for mutual benefit, for such property from the time it is released to the State agency or to the transportation agent designated by the State agency; and that in the event of any loss of or damage to any or all of the property, it will file such claim and/or institute and prosecute to conclusion such proceedings as may be necessary to recover for the account of the United States of America the fair value of any such property lost or damaged.

(d) No surplus property hereafter approved for transfer by the General Services Administration shall be retained by the State agency for use in performing its functions unless such property use is authorized by the General Services Administration in accordance with the provisions of a cooperative agreement entered into between the State agency and the General Services Administration.

(3) Where an applicant State agency is acting under an interstate distribution agreement approved by the General Services Administration as an agent and author-

ized representative of an adjacent State with which it shares a common boundary, the certifications and agreements required herein shall also be made by the applicant State agency respecting the donee in such adjacent State to which distribution will be made and the property to be distributed in the adjacent State, and such certifications and agreements shall constitute the certifications and agreements of the adjacent State on whose behalf and as whose authorized representative the applicant State agency is acting.

b. SERVICE EDUCATIONAL ACTIVITY. Pursuant to section 203(j) of the Act and regulations promulgated thereunder, and a designation of this organization by the Secretary of Defense as an educational activity of special interest to the armed services, donation of the surplus personal property listed in block 12 is requested. It is hereby certified that (a) the signer is appropriately authorized; (b) the property is usable and necessary to carry out the educational purposes of the transferee, is required for use to fill an existing need, and will be used for such purposes within 1 year after it is obtained; and (c) funds are available and will be paid, when requested, to cover cost of care and handling incident to the donation, including packing, preparation for shipment, loading, and transporting such property.

c. PUBLIC AIRPORT. Pursuant to the Act and section 13(g) of the Surplus Property Act of 1944, 58 Stat. 770, as amended, and regulations promulgated thereunder, request is hereby made for the property listed in block 12. The transferee agrees that (a) funds are available to pay the costs of care and handling incident to donation, including packing, preparation for shipping, loading, and transporting such property; and (b) if such property is donated to the transferee it will (1) not be used, sold, salvaged, or disposed of for other than airport purposes without the consent of the Federal Aviation Administration; (2) be kept in good repair; (3) be used for airport purposes; (4) be appropriately marked as Federal surplus property and will be made available for inspection upon request; and (5) at the option of the United States, revert to the United States, in its then existing condition, if all the aforesaid conditions are not met, observed, or complied with.

d. STATE AGENCY, SERVICE EDUCATIONAL ACTIVITY OR PUBLIC AIRPORT.

Assurance of Compliance with GSA Regulations under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

The transferee agrees that (1) the program for or in connection with which any property covered by this transfer order is acquired by the transferee will be conducted in compliance with, and the transferee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR Subpart 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 Title VI of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, to the end that no person in the United States shall, on the ground of race, color, national origin, or sex, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the transferee receives Federal assistance from the General Services Administration; (2) this agreement shall be subject in all respects to the provisions of said regulations; (3) this agreement shall obligate the transferee for the period during which it retains ownership or possession of any such property; (4) the transferee will promptly take, and continue to take such action as may be necessary to effectuate this agreement; (5) the United States shall have the right to seek judicial enforcement of this agreement; and (6) this agreement shall be binding upon any successor in interest of the transferee and the word "transferee" as used herein, includes any such successor in interest.

STATEMENT OF ADMINISTRATIVE ACTIONS

2. OFFICIAL SIGNING IN BLOCK 14b AS REPRESENTATIVE OF:

a. DEPARTMENT OF DEFENSE (PROPERTY DISPOSAL OFFICER). The personal property listed in block 12 is surplus and available for donation to the service educational activity in block 13a (subject to any interim request by a Federal agency).

b. FEDERAL AVIATION ADMINISTRATION. The Administrator of the Federal Aviation Administration has determined that the surplus personal property listed in block 12 is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport, or reasonably necessary to fulfill the immediate and/or

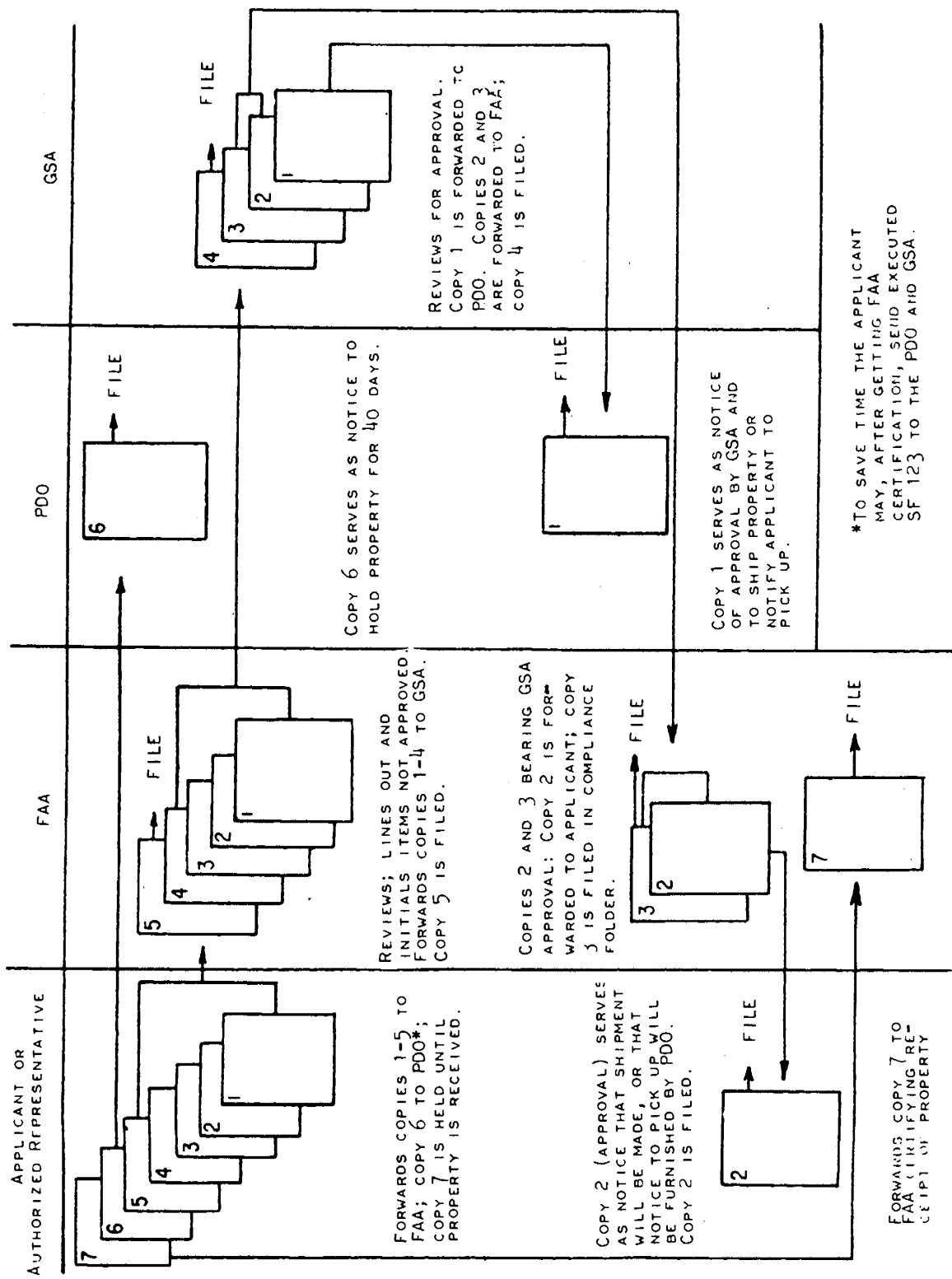
foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport.

3. OFFICIAL SIGNING IN BLOCK 14a AS REPRESENTATIVE OF GENERAL SERVICES ADMINISTRATION: The surplus personal property listed in block 12, except any disapproved items, is approved for transfer for donation purposes. Property listed herein requested for transfer by a State agency is hereby allocated to that State. Such property will be held by the holding agency for a period not to exceed 42 calendar days from the surplus release date pending receipt of pickup or shipping instructions, whereupon it will be released to the donee.

STANDARD FORM 123 (Rev. 10-77)

U.S. GOVERNMENT PRINTING OFFICE: 1978-261/264/47

FLOW CHART FOR PROCESSING STANDARD FORM 123
"APPLICATION FOR DONATION OF SURPLUS PERSONAL PROPERTY"



*TO SAVE TIME THE APPLICANT MAY, AFTER GETTING FAA CERTIFICATION, SEND EXECUTED SF 123 TO THE PDO AND GSA.

