



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

Great Lakes Region  
Illinois, Indiana, Michigan,  
Minnesota, North Dakota,  
Ohio, South Dakota,  
Wisconsin

2300 East Devon Avenue  
Des Plaines, Illinois 60018

**POLICY AND PROCEDURES MEMORANDUM - AIRPORTS DIVISION**

**NUMBER:** 5190.7

**DATE:** March 1, 1995

**SUBJECT:** Federal Surplus Personal Property Program

**REFERENCE:** Advisory Circular 150/5150-2B, Federal Surplus Personal Property for Public Airport Purposes

**APPENDICES:**

- 1: Address List For State Agency For Surplus Property Agency In Great Lakes Region
- 2: Sample Coordination Letters For State Aviation Agencies To Administer The Federal Surplus Personal Property
- 3: List of State Aviation Agencies Authorized to Administer the Federal Surplus Personal Property
- 4: Instructions For Completing Screener's Identification Card, GSA Form 2946
- 5: Instructions For Completing Transfer Order, Surplus Personal Property, Standard Form No. 123
- 6: Sample FAA Letter Transmitting Screener Cards to GSA
- 7: Sample FAA Letter Transmitting Screener Cards To Individual
- 8: Flow Chart For FAA Processing
- 9: Resolution Of Comments (Internal Use Only)

1. **Background:** Federal Aviation Administration (FAA) discontinued its administrative involvement in the Surplus Personal Property Program in the Great Lakes Region effective October 1, 1993.

Senate Appropriations Committee Report for 1995 directed the FAA to continue its administration of the Federal Surplus Personal Property Program.

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**Distribution:** AGL-600/601/602/603/610/620  
BIS-ADO; CHI-ADO; DET-ADO; MSP-ADO  
All State Aviation Directives (information thru ADO)

**Originated by:** AGL-620

January 5, 1995 General Services Administration (GSA) concurred in FAA's proposal to delegate administration of the public airports donation program to state aviation agencies that desire to administer the program for FAA.

September 9, 1994 FAA coordinated the three option program for obtaining Federal Surplus Personal Property with the Great Lakes Chapter of the American Association of Airport Executives. The American Association of Airport Executives agreed that the proposed process, in general, would serve the surplus property needs of their members.

As a result of the above actions, airports in the Great Lakes Region have three agencies (State Agency for Surplus Property, state aviation agency and FAA) through which they may obtain Federal Surplus Personal Property.

This Policy and Procedures Memorandum provides guidance to assist State agencies and FAA in administering the Federal Surplus Personal Property Program.

2. Policy Procedures: In the Great Lakes Region, there are three options available to airport owners for obtaining Federal Surplus Personal Property.

a. The State Agency For Surplus Property Administered Federal Surplus Personal Property Program.

(1) Any airport owner may, if desired, utilize the exiting State Agency For Surplus Property to obtain surplus federal assets.

(2) Airports desiring to obtain federal surplus personal property and/or desiring to become a screener through the State Agency for Surplus Property shall comply with the State Agency For Surplus Property policy and procedures for their appropriate state.

(3) Appendix 1 contains a list of State Agency For Surplus Property agencies for the states in the Great Lakes Region.

b. State Aviation Agency Administered Federal Surplus Personal Property Program.

(1) A state aviation agency may be willing to provide Federal program administration to obtain surplus Federal assets. Airport owners in that state would be expected to utilize the State Aviation Agency to obtain assets.

(2) State aviation agencies desiring to administer the Federal Surplus Personal Property Program, as FAA's authorized representative, shall submit a request to the appropriate Airports District Office stating their intent and the specific functions that the state intends to perform for FAA. A sample request is included in Appendix 2.

(3) The Airports District Office will transmit acceptable requests to the Safety/ Standard Branch (AGL-620).

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(4) In the case of a state that is an airport sponsor and eligible to receive personal property for airport purposes in its own name, the FAA shall not consider delegating authority to the state aviation agency. For those states, the State Agency For Surplus Property shall be considered. However, if a state aviation agency, that is an airport sponsor, agrees to obtain surplus property through the State Agency For Surplus Property for the airports it owns, then FAA may consider delegating authority to the state aviation agency.

(5) The Safety/Standards Branch (AGL-620) will coordinate acceptable requests with the appropriate GSA Regional Office. A sample transmittal is included in Appendix 2.

(6) AGL-620 will instruct the appropriate Airports District Office to inform the state aviation agency that they are authorized to proceed with administering the Federal Surplus Personal Property Program for FAA. State aviation agencies are expected to work out detailed procedures with the responsible GSA regional office. A sample transmittal to the Airports District Office from AGL-620 is included in Appendix 2.

(7) Included in Appendix 2 is a sample Airports District Office authorization letter to the State. The Airports District Office should include their last available record of holders of screener identification cards in that state and copies of all SF-123s processed for that state by the Airports District Office in the last calendar year that the Airports District Office handled the Federal Surplus Personal Property Program. This letter should also provide information on how the state can obtain copies of GSA Form 2946 and Standard Form 123.

(8) Upon receiving a State's letter designating individuals to sign GSA Form 2946 and SF 123 for FAA, and signature cards (GSA Form 2946) for the State officials, AGL-620 will complete the card front (type sponsoring agency name) and sign the back. The completed cards and a copy of the State's letter will be sent to GSA.

(9) When the completed signature cards are returned to FAA from GSA, AGL-620 will forward the cards to the state. This transmittal shall instruct the authorized individuals to always enter the words "By delegation of the FAA" above the signature of the official signing in block 14b of the Standard Form 123.

(10) Airports desiring to obtain federal surplus personal property and/or desiring to become a screener through the state aviation agency shall comply with the state's policy and procedures.

(11) a list of state aviation agencies that are authorized to administer the Federal Surplus Personal Property Program is included as Appendix 3.

c. FAA Administered Federal Surplus Personal Property Program

(1) Airports desiring to obtain federal surplus personal property and/or desiring to become a screener through the FAA shall comply with Advisory Circular No. 150/5150-2B, Federal Surplus Personal Property for Public Airport Purposes, and the policy and procedures described in this Policy and Procedures Memorandum.

(2) Written requests in the Great Lakes Region for a GSA Screener's Identification Card, shall be sent to the Federal Aviation Administration, Great Lakes Region, Airports Division, Safety/Standards Branch, AGL-620, 2300 East Devon Avenue, Des Plaines, IL 60018-4686, Attention: Mrs. Carol Koenes, with a self-addressed postage paid envelope.

(a) AGL-620 will send a blank GSA Screener's Identification Card with instructions (Appendix 4) for the screener applicant to complete the card front (type applicant name and organization and sign the card). A current picture of the screener applicant, applicant address, telephone number, the completed card, and a self-addressed postage paid envelope shall be returned to AGL-620.

(b) AGL-620 will complete the card front (type FAA as sponsoring agency name) and add a signature to the card back. The completed card will be sent to GSA for further processing approximately 3 working days after receipt. A sample letter is attached as Appendix 6.

(c) When the completed and laminated card is returned to AGL-620, it will be sent to the requesting screener with instructions to return it upon expiration and to notify the FAA if the card is lost. A sample letter is attached as Appendix 7.

(3) Transfer Order Surplus Personal Property Standard Form No. 123 signed by applicants is an offer of performance with respect to the requested property and will become a contract if, and when, the Government releases the property. The terms of the offer are spelled out in paragraph 1.c. on the reverse side of the form.

(a) SF 123 is available, with instructions (Appendix 5), upon request at the previously stated address. Please provide a self-addressed postage paid envelope. These forms shall be completed by the applicant in accordance with the instructions and AC 150/5150-2B, Chapter 4 and 5, and sent, with a self-addressed postage paid envelope, to the FAA office as indicated above (only hard copies will be accepted).

(b) AGL-620 will process the SF 123 forms in approximately 3 work days. Items not approved will be lined out and initialed. If no items are approved, the form will be returned to the applicant. If one or more of the items on the SF 123 form are approved, AGL-620 will complete the SF 123 by adding a signature and date to the application. AGL-620 will forward the original and three copies to the GSA regional office.

(c) Upon receipt of approval from GSA, the FAA will forward one copy to the applicant.

(4) Airport owners will continue to rely on their own resources in locating desired property; airport owners may monitor the availability of surplus personal property through GSA's "MUFFIN" program or any other effective means. Airport owners will be responsible for resolving potential conflicts with GSA, the holding agency or any other party.

(a) It is understood that airport owners will certify to FAA the airport need for the surplus personal property asset, and comply with the terms of the specific property donation and the general program. A copy of the executed Standard Form 123, supported by the airport owner's certification and a justification for the "airport use" of the asset, will be maintained in the airport owner's records.

(b) Airport owners will maintain property transfer records (SF 123's, screener card data, justifications for airport use, executed approvals, etc.) during the applicable compliance period, (normally 12 months) and make records available for audit by GSA or FAA, or any other Federal agency as may be required.

The Great Lakes Chapter of the American Association of Airport Executives indicated, during the coordination process, that a majority of the airports involved in the surplus personal property program would, in general, utilize options b. and c. above.

  
W. Robert Billingsley, Manager  
Airports Division

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APPENDIX 1

Address List For State Agency For Surplus Property Agency  
In The Great Lakes Region

ILLINOIS

Arthur L. Moss  
Federal Surplus Property Section  
Central Management Services  
3550 Great Northern Ave., RR #4  
Springfield, IL 62707  
Phone (217) 793-1813  
Fax (217) 785-6905

INDIANA

Faye Johnson  
State Agency for Federal Surplus Property  
545 West McCarty Street  
Indianapolis, IN 46225  
Phone (317) 232-1384  
Fax (317) 232-0212

MICHIGAN

Pete Ratu  
Office Services Division  
Department of Management & Budget  
3369 North Logan Street  
P.O. Box 30026  
Lansing, MI 48909  
Phone (517) 322-1899  
Fax (517) 335-9559

MINNESOTA

Gene Glasser  
Department of Administration  
5420 Highway 8, Arden Hills  
New Brighton, MN 55123  
Phone (612) 639-4024  
Fax (612) 639-4026

NORTH DAKOTA

Linda Engmann  
Purchasing Division, Surplus Property  
Office of Management & Budget  
IGOE Industrial Park, Building 12  
P.O. Box 7293  
Bismarck, ND 58502-7293  
Phone (701) 224-2273  
Fax (701) 224-2306

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**OHIO**

John D. Thornton  
Federal Surplus Property Section  
Division of Office Services  
Department of Administrative Services  
4200 Surface Road  
Columbus, OH 43228-1395  
Phone (614) 466-6568  
Fax (614) 466-1584

**SOUTH DAKOTA**

Daryl L. Haeder  
SD Federal Property Agency  
Bureau of Administration  
20 Colorado Avenue, SW  
Huron, SD 57350-1898  
Phone (605) 353-7150  
Fax (605) 353-7164

**WISCONSIN**

Bill Wilson  
Department of Administration  
Division of Property  
P.O. Box 650  
2564 Branch Street  
Middleton, WI 53562-0650  
Phone (608) 831-6314  
Fax (608) 831-2960

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APPENDIX 2

Sample State Request To Administer Federal Surplus Personal Property Program

(State Aviation Agency name and address)

(date)

(Appropriate Airports District Office Managers name and address)

Re: Federal Surplus Personal Property  
Program

Dear Mr. (ADO Managers name):

(\*) desires to administer the Federal Surplus Personal Property Program as Federal Aviation Administrations (FAA's) authorized representative.

As your representative, the (\*) will ensure that the provisions of 41 Code of Federal Regulations 101-44.501 will be followed. Specifically, the (\*) will:

1. Determine the requirements for surplus personal property of any state, political subdivision, municipality, or tax-supported institution for public airport use.
2. Prescribe and make determination regarding the eligibility requirements for public airport applicants.
3. Determine whether available surplus personal property is essential, suitable, or desirable to fulfill the immediate or foreseeable future requirements for the development, improvement, operation, or maintenance of a public airport, and
4. Determine and enforce compliance with the terms and conditions under which surplus personal property is transferred for public airport use.

In the performance of the above, the (\*) proposes the following actions:

1. Process screener cards General Services Administration (GSA) Form 2946 to GSA for signature. Upon return to our office, screener cards will then be distributed to the registrant with appropriate guidelines.

\* State Aviation Agency Name



2. Execute and forward GSA Standard Form 123 "Transfer Order Surplus Personal Property" for the respective airport registrant.
3. Maintain database for:
  - a. All authorized screeners.
  - b. All property transfer actions that have been executed.
4. Process all property release requests.
5. Ensure program compliance with transfer provisions.

The (\*) will initiate and assume this program upon authorization from FAA. If, at some future date, the (\*) decides to discontinue acting as agent for the FAA in administering the surplus property program, we will give your office 30 day advance notice of termination.

If you have any questions concerning the above, please feel free to contact this office.

Sincerely,

(Name)  
(Title)

Sample AGL-620 Transmittal to GSA

(Date)

Mr. Faustino Gonzalez, Manager  
Utilization and Donation Services  
General Services Administration, Region 5  
230 S. Dearborn Street  
Chicago, Illinois 60604-1503

Dear Mr. Gonzalez:

The (\*) desires to administer the Federal Surplus Personal Property Program for Federal Aviation Administration (FAA). As FAA's authorized representative (\*) would agree to the following concerning the administration of the Surplus Personal Property Program:

The (\*) will act on behalf of the FAA with respect to the Surplus Personal Property Program administration within the State of (Name of State).

The (\*) will be responsible for performing the FAA's Administrative functions, as listed in 41 Code of Federal Regulations 101-44.501(a), and as enumerated in the attached letters.

The (\*) will accomplish the compliance function of the program as part of their regular airport visits.

The FAA will authorize the (\*) to sign the Screener's Identification Card, General Services Administration (GSA) Form 2946, and the Transfer Order, Surplus Personal Property, Standard Form 123, on its behalf. (Copy to be furnished GSA) The (\*), through FAA, will provide the GSA a "signature card" for the authorized State official(s).

The FAA will monitor the (\*) handling of the Surplus Personal Property Program, similar to the State Block Grant Program.

The FAA will provide the (\*) an adequate supply of Federal forms, unless the (\*) can obtain these independently at some future time.

The FAA will provide the (\*) a list of the holders of current screener's identification cards (ID's) and the property transferred to public use airports during the past twelve (12) months.

\* State Aviation Agency Name

The FAA will provide the (\*) copies of the form letters used to administer the program.

The (\*) agrees to develop a "want" list of items needed by public use airports in the State and submit it to GSA. GSA plans to distribute the list to their field offices, in order to make the program more responsive to the needs of the airport operators.

Enclosed is a copy of (\*) request dated (date). This correspondence formalizes the agreement to have (\*) conduct the Surplus Personal Property Program on behalf of FAA.

Upon notification of receipt from your office, the (\*) will be authorized to implement the subject procedures.

Sincerely,

Henry A. Lamberts

Enclosures

cc: (state aviation agency)  
(airports district office)

Sample Memorandum From AGL-620 To Airports District Office

**ACTION: (Name of State) Surplus Personal  
Property Program**

**Manager, Safety/Standards Branch, AGL-620**

**Manager, Airports District Office**

Attached is the General Services Administration's (GSA's) (date) response to our letter of (date). We had notified GSA of our intent to have (\*) take over administration of the Surplus Personal Property Program on behalf of the Federal Aviation Administration (FAA), beginning (date), subject to the conditions contained in the (date) letter.

GSA will review (\*)'s handling of the program and possible effects of this arrangement on other program participants. We have full confidence in the (\*)'s ability to handle this program commendably.

Please inform the (\*) that they are authorized to proceed with the performance of the agreed-upon administrative functions and assist them as necessary to assure an orderly transition. Also, provide them the necessary signature authorizations, forms, list of screener identification card holders, list of recently transferred property (past 12 months), and form letters to be able to implement the subject procedures.

**Henry A. Lamberts**

**Attachment**

**cc: APP-1**

**\* State Aviation Agency Name**

Sample Letter - Airports District Office To State Aviation Agency

(Date)

(Name)

(Title)

(Address)

Dear (Name):

RE: Surplus Personal Property Program

We are pleased to advise that (\*) is authorized to take over administration of the Surplus Personal Property Program on behalf of the Federal Aviation Administration (FAA) for airports in the State of (Name of State). This approval is subject to the provisions outlined in the attached (date) letter to General Services Administration (GSA) which confirms consensus reached by representatives of GSA, FAA and (\*). The FAA hereby authorizes the (\*) to commence performing the associated functions effective (date). Detailed procedures are expected to be worked out with GSA.

Also attached are the following:

1. List of current holders of Screener Identification Cards, GSA Forms 2946, in (Name of State).
2. Copies of letters dated (dates) showing the process followed to issue a screener's identification card.
3. Copies of all Transfer Orders, Surplus Personal Property, SF-123s, processed during calendar year (year).

Copies of GSA Form 2946 and Standard Form 123 are enclosed. Additional copies of these forms will be furnished, upon request, by the Federal Aviation Administration, Great Lakes Region, Airports Division, Safety/Standards Branch, AGL-620, 2300 East Devon Avenue, Des Plaines, IL 60018-4686, Attention: Mrs Carol Koenes, AGL-621.5.

The (\*) is hereby authorized to sign <sup>AGL-620</sup> GSA Form 2946, and Standard Form 123, on behalf of the FAA. Please provide this office a "signature card" (GSA Form 2946) for the officials authorized to sign on behalf of the (\*).

\* State Aviation Agency Name

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Safety/Standards Branch, AGL-620 (708-294-7537) personnel are available to assist in getting started with this program. Please call if you have any questions.

Sincerely,

(Name)  
(Title)

Attachments

cc: AGL-620  
GSA

APPENDIX 3

List of State Aviation Agencies Authorized To Administer The Federal Surplus  
Personal Property Program

1. Illinois Department of Transportation  
Division of Aeronautics  
Capital Airport  
Springfield, Illinois 62707
2. North Dakota Aeronautics Commission  
2301 University Drive  
Building 1652-22  
Box 5020  
Bismarck, North Dakota 58502
3. South Dakota Department of Transportation  
Division of Air, Rail and Transit  
Office of Aeronautics  
700 E. Broadway Avenue  
Pierre, South Dakota 57501-2586

APPENDIX 4

**Instructions For Completing Screener's Identification Cards  
(FAA Administered Federal Surplus Personal Property Program)**

1. With each card submitted, the sponsor shall forward a passport size/type photograph of the designated screener.
2. Sponsor shall type name of designated screener.
3. Screener's Organization.
4. Card must be signed by the screener prior to submission to the FAA Regional Office for completion and forwarding to GSA.
5. Sponsor shall type "FAA".
6. Signature of Sponsoring Agency Official (FAA, AGL-620).
7. Leave blank
8. On cards submitted for certification to a GSA Regional Office during calendar year 1995, enter 1 July 1996; in calendar year 1996. enter 1 July 1997; (FAA, AGL-621.5); etc.
9. GSA will complete based on information provided.
10. Sponsor shall type in "Surplus".
11. Leave blank
12. Leave blank

FAA shall mail the completed forms to the appropriate GSA Regional Office.

GENERAL SERVICES ADMINISTRATION SCREENER'S IDENTIFICATION	
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"> <p style="text-align: center;">1.  PHOTO</p> </div>	SCREENER'S NAME 2.
	SCREENER'S ORGANIZATION 3.
	SCREENER'S SIGNATURE 4.
	SPONSORING AGENCY 5.
	NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE.
GSA FORM 2946 (REV. 10-77)	



SIGNATURE OF SPONSORING AGENCY OFFICIAL		
6.		
This Card Holder is authorized to screen and select personal property subject to the constraints hereon indicated.	CARD NUMBER	EXPIRATION DATE
	7.	8.
	AUTHORIZED SCREENING AREA	AUTHORIZED PROGRAM
	9.	10.
SIGNATURE OF GSA OFFICIAL		REGION
11.		12.
IF FOUND, DROP IN ANY P.O. MAILBOX FOR RETURN TO: GENERAL SERVICES ADMINISTRATION, WASHINGTON, DC 20404		
TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION. PROPERTY OF U.S. GOVERNMENT		
GSA FORM 2946 BACK (REV. 10-77)		

APPENDIX 5Instructions For Completing Standard Form No. 123  
(FAA Administered Federal Surplus Personal Property Program)

- 1.a. GSA shall complete.
- 1.b. Sponsor shall enter the airport identification code to be used for surplus property program.
2. Sponsor shall place an "X" in the FAA box.
3. GSA shall complete as appropriate.
4. GSA shall complete as appropriate.
5. GSA shall complete.
6. GSA shall complete.
7. Sponsor to enter the appropriate Regional GSA office.
8. Sponsor shall complete \*
9. Sponsor shall complete \*
10. Leave blank.
11. Sponsor shall complete.
12. Sponsor shall complete \*
- 13a., b., & c. Sponsor shall complete.
- 13d. & e. Leave blank.
- 14a., b. & c. FAA shall complete.
- 14d., e. & f. GSA shall complete.

\* This information is available on the surplus property acquisition list maintained by the holding agency

<b>TRANSFER ORDER SURPLUS PERSONAL PROPERTY</b>		1. ORDER NUMBER(S) a. _____ b. _____	FORM APPROVED OMB NUMBER <b>3090-0014</b>	PAGE <b>1</b> OF _____ PAGES
2. TYPE OF ORDER <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> DCD/SEA <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE	4. SET ASIDE DATE	5. <input type="checkbox"/> NON- REPORTABLE <input type="checkbox"/> REPORTABLE
7. TO: <b>GENERAL SERVICES ADMINISTRATION (FPRS) *</b>		6. TOTAL ACQUISITION COST		
9. HOLDING AGENCY (Name and address) *		8. LOCATION OF PROPERTY		
<b>10. FOR GSA USE ONLY</b>				
SOURCE CODE <input type="checkbox"/>		STATE <input type="checkbox"/> CITY <input type="checkbox"/>		
		TYPE OF DONATION <input type="checkbox"/>		
		ADJUSTED ALLOCATION CODE <input type="checkbox"/>		
11. PICKUP OR SHIPPING INSTRUCTIONS *				

12. SURPLUS PROPERTY LIST							
L/I NO.	IDENTIFICATION NUMBER(S)	DESCRIPTION	DEMIL CODE	COND. CODE	QUANTITY UNIT	ACQUISITION COST	
(a)	(b)	(c)	(d)	(e)	(f)	UNIT (g)	TOTAL (h)

<b>13. TRANSFEREE ACTION</b>  Transferee certifies and agrees that transfers and donations are made in accordance with 41 CFR 101-44, and to the terms, conditions, and assurances as specified on this document.	a. 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 HEAD OF THE SEA (School or National Headquarters)	e. DATE
<b>14. ADMINISTRATIVE ACTION</b>  I certify that the administrative actions pertinent to this order are in accordance with 41 CFR 101-44 and as specified in this document have been 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 use "ZIP Codes" in all address blocks.  
NSN 7540-00-969-2415  
Previous Editions not usable

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APPENDIX 6

Sample FAA Letter Transmitting Screener Cards To GSA

Mr. Faustino Gonzalez, Manager  
Utilization and Donation Services  
General Services Administration, Region 5  
230 S. Dearborn Street  
Chicago, IL 60604-1503

Dear Mr. Gonzalez:

We request your authorization of Mr. (Name) to screen and select U. S. surplus property as agents for the (Airport Name) Airport, (City, State). They are sponsored by the Federal Aviation Administration (FAA). Mr./Ms. (Name) are qualified to screen U.S. surplus property.

We are enclosing General Services Administration (GSA) Forms 2946, Screener's Identification Card for your completion. Please return the cards to this office.

If you need any additional information, please contact Carol Koenes at 708-294-7013.

Sincerely,

Henry A. Lamberts  
Manager, Safety/Standards  
Branch, AGL-620

Enclosures

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APPENDIX 7  
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APPENDIX 7

Sample FAA Letter Transmitting Approved Screener Cards To The Individual

(DATE)

(NAME)

(ADDRESS)

Dear Mr. (NAME):

This letter is to convey the following statement to all holders of completed and approved General Services Administration (GSA) Screener Identification Card (GSA Form 2946), which is enclosed.

Upon expiration of your card or termination of your employment, you are instructed to return your card to Safety/Standards Branch, AGL-620, 2300 E. Devon Avenue, Des Plaines, IL for cancellation.

In the event your card is lost Federal Aviation Administration (FAA) shall be notified immediately.

Also, please note that your screening authorization may be revoked upon evidence of abuse of screening privileges, including participation in sales of Government property which results in a conflict of interest. Such conflicts may arise when you, members of your immediate household or agents acting on your behalf participate for personal gain in competitive or negotiated sales of Government property which you inspected during the performance of your screening duties.

Sincerely,

Henry A. Lamberts  
Manager, Safety/Standards Branch

Enclosure

**APPENDIX 8**

**FAA PROCESSING OF STANDARD FORM 123 FLOW CHART**

APPLICANT SUBMITS COMPLETED SF 123 (ORIGINAL & 4 COPIES) AND SUPPORTING DOCUMENTATION TO FAA. A COPY IS ALSO SENT TO THE PROPERTY DISPOSAL OFFICER.

FAA, AGL-620 REVIEWS AND APPROVES SF 123. DISAPPROVED SF 123 IS RETURNED TO APPLICANT. APPROVED SF 123 IS TRANSMITTED TO GSA. \* FAA PROCESSING TIME WILL TAKE A MINIMUM OF 3 WORKING DAYS.

GSA SUBMITS TWO APPROVED COPIES TO FAA AND ONE APPROVED COPY TO THE PROPERTY DISPOSAL OFFICER

FAA, AGL-620 SENDS ONE GSA-APPROVED COPY TO APPLICANT.

APPLICANT HAS SHIPMENT MADE OR PICKS UP SURPLUS PROPERTY. RETAINS COPY OF SF 123 FOR FILES.

