PROPERTY ADMINISTRATOR DELEGATION MEMORANDUM

MEMORANDUM FOR: ***[Insert Property Administrator]***

FROM: ***[Insert Contracting Officer, FAA office designator and address]***

SUBJECT: Delegation of Property Administrator for ***[Insert Property Administrator]*** for ***[Insert contract number]***

DATE: ***[Insert date]***

Dear ***[Insert name]***,

The subject contract specifies that Government owned property is authorized. ***[Insert Contracting Officer]*** is the Contracting Officer for this contract and can be reached at ***[contracting.officer@faa.gov]*** or ***[Insert phone number]***.

Please assign a Property Administrator to be responsible for all property administration functions associated with this contract and have him or her acknowledge acceptance of this delegation by signing and returning a copy of this memorandum. A copy of the memorandum will be retained in the contract file.

A copy of the contract and related modifications are attached.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***

ENDORSEMENT

*Delegation of Property Administration responsibilities is accepted and has been assigned to:* ***[Insert Property Administrator]****.*

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| --- | --- | --- |
|  |  |  |
| Signature |  | Date |