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|  | Federal Aviation  Administration |
| **Memorandum** | |

Date: [Type date here]

To: [Type to whom here], Manager, Contract Property & Transportation Branch, APM-420

From: [Type from whom here], Contracting Officer, [Type Routing Code]

Subject: Designation of Property Administration-[Insert Contract Number]

The subject contract specifies that Government owned property is provided for use under the subject contract and subsequent task order. As such, please designate a Property Administrator to be responsible for all property administration functions associated with this contract. Upon returning this Designation Memorandum, a Delegation Memorandum will be issued. A copy of the memorandum will be retained in the contract file.

A copy of the contract, associated task order(s), and related modifications are attached.

Should you have any questions, please contact me at [Insert Contact Information].

PROPERTY ADMINISTRATOR DESIGNATION:

I designate the following individual as the Property Administrator (PA) for the contract and task order listed above. I confirm that this individual has the experience to perform property administration activities.

Name of PA Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Routing Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated By:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_