



U.S. Department of
Transportation

Office of the Secretary
of Transportation

ORDER

DOT 1660.1B

2-8-91

Subject: REMOVAL OF EQUIPMENT FROM DEPARTMENT OF TRANSPORTATION
BUILDINGS

1. PURPOSE. To establish controls over the removal of equipment from Department of Transportation (DOT) occupied premises during and after normal duty hours.
2. CANCELLATION. DOT 1660.1A, Removal of Equipment from Department of Transportation (DOT) Buildings of 10-21-74.
3. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST) and the Operating Administrations. In addition, this Directive is applicable to the National Transportation Safety Board (NTSB).
4. POLICY. As one part of an overall program to prevent the theft or unauthorized removal of property, the following policy is established with respect to the removal of office and related technical equipment from DOT-occupied premises regardless of location.
 - a. At buildings where DOT is the sole or primary tenant and where entry/exit to the building is subject to guard coverage, the procedures established by paragraph 5 below apply.
 - b. At buildings where DOT is not the primary tenant, but where entry/exit is subject to guard coverage, the DOT element shall consult with the primary tenant and/or the General Services Administration (GSA) to establish controls based upon the approach set forth by paragraph 5 below or upon a property pass system.
 - c. At buildings where entry/exit is not subject to guard coverage, local procedures shall be developed to ensure, insofar as possible, that Government-owned or leased equipment is removed only with the consent of the property management officer or other official having duties of this nature.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
National Transportation Safety Board

OPI: Office of
Security

5. PROCEDURES.

- a. An individual who removes Government-owned or leased property, equipment owned by contractors, or potential contractors, vendors or suppliers, and equipment personally owned by DOT personnel or visitors shall present to the guard office a completed form DOT F 1660.2, Property Removal Record, in triplicate. Attachment 1 is an example of how to fill out DOT F 1660.2. The form may also be completed at the guard office.
 - (1) DOT employees should fill out parts A and B of DOT F 1660.2.
 - (2) Non-DOT employees should fill out parts A and C of DOT F 1660.2.

- b. In each instance, the guard will check the form for completeness, including the description of property. The guard will also check the identity of the individual as well as the make, model, and serial number of the equipment.
 - (1) If the individual is a DOT employee or on duty with DOT and his identity is verified by his DOT identification (ID) card, he will be permitted to remove the property. (DOT personnel are reminded that Government property may be removed only for official purposes, not for personal reasons.)
 - (2) If the individual is an employee or representative of a contractor, vendor, or supplier and is removing equipment which he has demonstrated or is removing for maintenance, etc., or if the individual is an official visitor removing equipment pursuant to a visit, the guard will call the DOT office having knowledge of the action and obtain verification. Alternatively, the office having knowledge should have an employee accompany the individual to the guard office to verify the action. In this event, the DOT employee will identify himself using his DOT ID card. If the guard cannot obtain verification of the action as provided above, the individual will not be permitted to remove the property without the express consent of the security office (OST Office of Security, M-70, for the Washington Headquarters Buildings).

2-8-91

- (3) After the guard has verified the form as described above, the guard will complete part D of DOT F 1660.2. The guard will give copy 3 of DOT F 1660.2 to the person removing the equipment.
- c. The guard will immediately forward the completed form (the original and copy 2) to the OST Office of Security. The OST Office of Security will forward the original to the appropriate property management officer. That official will contact the office of primary interest to determine that the property had been removed for authorized purposes and if DOT-owned, that controls are maintained to ensure that the property is returned. If the removal cannot be verified, the property management officer will notify the OST Office of Security. Theft reports, if appropriate, will be submitted through established channels utilizing GSA Form 3155, Offense/Incident and/or DOT Form 1660.6, Incident Report.
- d. DOT personnel who have a continuing and routine need in the performance of their duties to remove Government-owned property from DOT premises (e.g., DOT photographer carrying camera equipment, accident investigators with specialized equipment, etc.,) may remove such property without completing DOT F 1660.2. In lieu thereof, such persons may be issued a Property Security Pass, DOT F 1660.3. These serially numbered forms shall be rigidly controlled and accounted for. They should be surrendered when the person's duties change or the need no longer exists for the form. DOT F 1660.3 is issued for a period not to exceed one year at which time the need will be revalidated and the form reissued. Only the duly appointed property management officer shall issue the form. The property management officer will forward to the OST Office of Security a list of persons that have been issued DOT F 1660.3. The issuance and control of DOT F 1660.3 shall be monitored by the OST Director of the Office of Security.
6. FORMS AVAILABILITY. DOT F 1660.2 and DOT F 1660.3 may be requisitioned from the Distribution Operations Unit, M-494. The Main Guards Desk maintains a small supply of forms for use in emergencies. The OST Director of Security, retains approval authority on the issuance of the DOT F 1660.3 to the requesting element. GSA Form 3155 is completed by the Security Guard when taking a report.

FOR THE SECRETARY OF TRANSPORTATION:



Paul T. Weiss
For the Assistant Secretary
for Administration

DEPARTMENT OF TRANSPORTATION

Part A - To Be Completed By Each Person Removing Equipment		DATE 01-23-91
NAME (Typed or printed) John Doe	DESCRIPTION OF EQUIPMENT (Include serial number) IBM Selective Typewriter Serial No. 17099, Model 713 Pretige Elite Type Style (Blue)	OWNER <input checked="" type="checkbox"/> DOT <input type="checkbox"/> PERSONAL <input type="checkbox"/> VENDOR <input type="checkbox"/> OTHER (Specify)
Part B - To Be Completed By DOT Personnel Only		
ORGANIZATIONAL ELEMENT Office of Security	RTG. SYMB. M-70	PHONE X64677
	OFFICE BLDG. Nassif	ROOM NO. 7402
Part C - To Be Completed By Non-DOT Personnel Only		
EMPLOYER	ADDRESS OF EMPLOYER	DOT OFFICIAL AND OFFICE AWARE OF REMOVAL
Part D - To Be Completed By Guard		
PERSON REMOVING PROPERTY WAS - <input type="checkbox"/> DOT EMPLOYEE <input checked="" type="checkbox"/> OTHER	IF OTHER - NAME OF DOT OFFICIAL AND OFFICE WHO VERIFIED REMOVAL	VERIFIED BY <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON
SIGNATURE OF GUARD	BUILDING	TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
REMARKS		
ROUTING INSTRUCTIONS FOR COMPLETED FORMS		
<p>GUARD: Fold original with lower third exposed, staple, and forward to security office. Provide duplicate copy to individual concerned.</p> <p>SECURITY OFFICE: Forward to property management office.</p>		
ROUTING OF COMPLETED COPIES		
TO	ROUTING SYMBOL	ORGANIZATION
1		
2		

DEPARTMENT OF TRANSPORTATION
PROPERTY SECURITY PASS

John Doe a DOT Photographer
identified by a DOT ID Card is authorized to remove
equipment of the type required by these duties.

NO. 05255

[Signature]
Certifying Official

Expires 09-25-90 Director of Security
Title