



Transportation
Security
Administration

TO:

(b)(6)

FROM: Raymond Stevens
Administrative Officer

CC: Office of Property Management (OPM)
Deputy Property Management Official (DPMO)

DATE: 03/19/2013

SUBJECT: **Property Custodian Appointment**

Appointment

Effective the date of this letter, you are hereby appointed as a Property Custodian (PC) pursuant to TSA MID 200.57, *Personal Property Management*, and the *Personal Property Management Manual*.

Responsibilities

In your capacity as a PC, you will be accountable for the oversight of the Personal Property Management Program within the areas designated under your purview. Your responsibilities will include, but are not limited to:

- Maintaining current custodial records in SAMS for all accountable personal property
- Ensuring that personal property has proper maintenance and protection, and is used only for official purposes
- Identifying and reporting to the Accountable Property Officer any excess property
- Ensuring that property received and issued is properly identified with a TSA asset tag
- Assisting with the annual physical inventories
- Ensuring all sensitive items are issued on hand receipts

Previous versions of this form are obsolete.

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TSA Form 272-1, 3/10 rev. [File: 5000.25]

Acknowledgement of Receipt

This appointment is not effective until you acknowledge receipt on the signature line below. Your signature also serves as certification that you have read and understand the contents of TSA MD 200.57, *Personal Property Management*, and the *Personal Property Management Manual*.

SECTION 1: APPOINTEE INFORMATION		
Appointee Name: (b)(6)	Phone: (845) 220 (b)(6)	
Email: (b)(6)	Fax: (845) 567 - 0482	
Please select one: ☒ Replacing (b)(6) as PC; OR ☐ Working with [Enter name of current PC(s)] as an additional PC		
SECTION 2: LOCATION INFORMATION		
Appointee will be held responsible for property located at the following office(s)/airports:		
No.	Office(s)/Airport Code(s)	Office(s)/Airport(s) Address
1	SWF Offsite	33 Airport Center Dr., Ste 101, New Windsor, NY 12553
2	SWF	1130 1 st Street, New Windsor, NY 12553
SECTION 3: ACKNOWLEDGEMENTS		
SECTION 3A: APPOINTEE		
Signature	(b)(6)	03 / 19 / 2013
	Name (Printed)	Date
SECTION 3B: ASD or SENIOR MANAGEMENT OFFICIAL		
	Raymond Stevens	03 / 19 / 2013
Signature	Name (Printed)	Effective Date

This appointment is valid until cancelled and/or superseded by the Approving Official or his/her designee. All locations submit completed form to OPM at TSA-Property@dhs.gov or by facsimile at (571) 227-2912. Field locations must copy the appropriate DPMO.

Previous versions of this form are obsolete.