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1862 Federal Excess Personal Property Program Guide

For
National Institute of Food and Agriculture
1862 Land-Grant Universities
(Revision: 2018)

Administered by:

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Property & Support Services Branch

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1. Introduction

This Handbook defines the roles and responsibilities associated with Federal Excess Personal Property (FEPP) Program and establishes the policies and procedures related to acquisition, inventory, utilization, accountability, and disposal.

The term "FEPP Coordinator" refers to the USDA/ARS program coordinator and staff.   The term "APO" refers to the University accountable property officer (APO) or University FEPP program coordinator.

APOs will review the guidance and provide copies of this document to their program staff as appropriate. T**he APO will provide certification that their University's program and internal procedures comply with these requirements and processes.**

See Exhibit -FEPP Guidance Certification

2. Legislative Authority

Public Law 97-98 enables the National Institute of Food and Agriculture (NIFA) to loan FEPP to State and County Extension Services, State Agricultural Experiment Stations, accredited colleges of veterinary medicine, and cooperating forestry schools to further the purposes of the cooperative agricultural research and extension programs. The Acts that support these functions are:

- The Smith-Lever Act,

- The Hatch Act of 1887,

- The McIntire-Stennis Act of 1962, and

- The research and extension programs authorized by sections 1433, 1434, 1444, and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act 1997.

Eligible Activities

Within the 1862 and 1890 schools, the following activities are eligible to participate:

- Cooperative Extension Services,

- Agricultural Experiment Stations,

- Schools of Forestry (McIntyre-Stennis Cooperative Forestry Program), and

- Colleges of Veterinary Medicine.

The authority for this program also includes 1890 schools. However, the 1890 schools primarily participate in USDA's FAIR Act, which allows them to receive title/ownership.

3. Roles and Responsibilities

The primary roles in personal property management are Property Management Officers (PMOs) and Accountable Property Officers (APOs).

- **PMOs** establish policies and procedures for property functions and provide guidance to APOs, and

- **APO**s are responsible for carrying out the policies and procedures for the personal property assigned to the APO and to the APO's employees.

The FEPP Coordinator is the PMO and the University appoints the APO.

USDA/ARS- FEPP Coordinator Responsibilities

- Provides FEPP Program oversight.
- Develops policies and procedures for effective accountability, control, and disposal.
- Provides guidance, advice, and assistance to APOs and Program Coordinators.
- Acts as a liaison with the General Services Administration (GSA) and other Federal or State agencies on sensitive matters.
- Approves all acquisitions, transfers, cannibalization, and disposal documents.
- Establishes and maintains official inventory and property management files.
- Monitors FEPP inventory status.
- Reconciles physical inventories.
- Conducts field reviews to ensure compliance with applicable policies and regulations.

University Programs

The University Program must:
- Comply with USDA and Federal regulations as stated in this reference,
- Acquire assets for immediate and direct use in approved NIFA projects and programs.

- Ensure property records and supporting information is available for review.

- Use Federal assets for official business. USDA prohibits FEPP for use outside eligible activities.

Responsibilities of the University's Administrative Head

The University's Administrative Head is directly responsible for the Program and for designating an APO to serve as the liaison with USDA's FEPP Coordinator. The Administrative Head must notify the FEPP Coordinator, in writing, when there is a change to the APO. Administrative Heads are:

- Director, Cooperative Extension Service,

- Director, State Agricultural Experiment Station,

- Dean, College of Veterinary Medicine, and

- Administrative or Technical Representative, School of Forestry.

See **Exhibit - Sample Letter Designating Accountable Property Officer.**

APO Responsibilities

The APO is responsible for the day-to-day program operations. APOs may select program coordinators or custodians to assist in these duties. However, the APO maintains full responsibility. Responsibilities include:

- Establish written internal policies and procedures that comply with USDA guidelines (Tractor Book) and Federal regulations.

- Obtain prior approval for all acquisitions, transfers, modifications, cannibalization, and disposal of FEPP.

- Designate and train screeners in FEPP procedures and guidelines.

- Request system access for screeners to search or search/select excess property in AAMS/GSAXcess; and terminate access for screeners who leave the program.

- Establish an internal database to maintain accurate and complete FEPP property records.

- Maintain FEPP files that show a clear audit trail from acquisition to disposal. Files are subject to review.

- Conduct biennial physical inventory and other inventories upon request.

- Review and approve screener requisitions. Promptly forward to the FEPP Coordinator for approval.

- Promptly arrange pick up of FEPP Assets.

- Review Monthly Transaction Reports for accuracy; date, sign, and return with accurate property description, make, model, and serial number.

- Identify FEPP assets using prominently placed decals, etchings, or other suitable methods of identification, distinguishing FEPP from University property.

- Remind users to provide adequate protection to secure FEPP against theft, damage, and misuse.

- Monitor FEPP on a continuous basis and reassign underutilized property.

- Promptly report excess property or unserviceable property, providing all details.

- Investigate and report lost, damaged, stolen, or destroyed property.

- Dispose of assets as authorized by the FEPP Coordinator in a timely manner.

- Promptly return disposal documents to FEPP Program Coordinator.

- Promptly respond to GSA Sales Notifications and return Purchaser's Receipts to GSA officials and FEPP Coordinator.

Responsibility of University FEPP Screeners

APOs designate employees to screen available excess property.   Responsibilities include:

- Follow USDA and University's program requirements.

- Acquire assets that meets immediate program needs.

- Promptly submit requisitions for approval to the APO.

To search and select available excess in GSA's nationwide database of available excess, screeners must have a unique access code. **Screeners may not share assigned access code to others.**

Regulations Governing FEPP

Federal Management Regulations (FMRs) – https://www.gsa.gov/portal/category/21221

Agriculture Property Management Regulations (AGPMR)
www.dm.usda.gov/pmd/perprop_dir_regs.htm.

FEPP Tractor Book

- USA-FEPP: http://www.usa-fepp.org/
- USDA: https://www.afm.ars.usda.gov/property/

4. Prohibited Property Classes or Types

Universities may not acquire property in the following Federal Stock Classes (FSC) of property:

- 10 -   Weapons

- 11 -   Nuclear Ordnance

- 13 -   Ammunitions and Explosives

- 14 -   Guided Missiles

- 15 -   Aircraft and Aircraft Components

- 18 -   Space Vehicles

- 23 -   Mobile homes/travel trailers – used for sleeping accommodations

- 78 -   Gym equipment (except for 4-H Centers)

- 99 -   Jewelry

- Property identified as reimbursable

The FEPP Coordinator may request justifications for other categories as needed, including seized property, sport vehicles, boats, etc.

Reimbursable or Exchange/Sale Property

APOs may not acquire "Reimbursable" or "Exchange/Sale property" regardless of the FSC. Reimbursable or Exchange/Sale property is property that Federal agencies have reported for sale in order to use the proceeds to reduce the cost of replacing a worn out asset. Federal regulations do not consider this type of asset as excess since the Federal agency has identified it for immediate replacement. The primary issues involved with allowing University Programs to purchase reimbursable/exchange sale property are:

- Bypassing specific conditions for when a State agency can purchase property that will remain titled to the Federal Government, and

- Upon disposal, GSA returns sales proceeds to the US Treasury. There is not a mechanism to return the investment made by the State.

The excess report in AAMs/GSAXcess identifies Reimbursable or Exchange Sale property under the Additional Information Section (bottom of excess report-see sample):

Additional Information

Reimbursable:	Yes
Exchange/Sale:	Yes

In addition, upon check out of reimbursable property, the system will display a pop-up to remind users property is available at fair market value. If this occurs, ensure you remove your request.

Message from webpage

⚠ You have selected Reimbursable Property.

Do not proceed through checkout unless your Agency is prepared to pay Fair Market Value.
Click 'Checkout'
or
Change Quantity to zero and click 'Change Qty'.
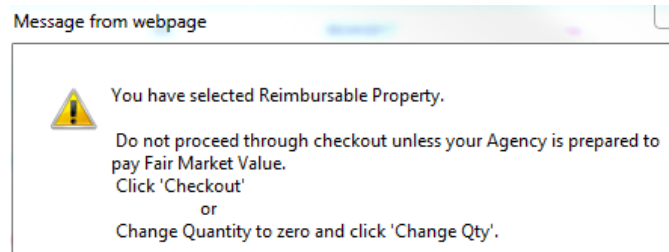
Other Options. To acquire assets identified as "reimbursable", the APO can contact the Owning Agency to ask to waive the reimbursable status. This would allow the University to acquire property without reimbursement. The APO will need written confirmation.

Universities may contact your State Agency for Surplus Property (SASP) who may be able to acquire assets on your behalf in GSAXcess (for fee). State restrictions vary as each state agency imposes its own terms and conditions. Acquiring surplus through this route is outside the 1862 FEPP Program. This option allows the University to obtain title.
https://www.gsa.gov/portal/content/100851 (List of SASPs)

5. Accountability and Control

FEPP is subject to USDA accountability standards property management regulations, policies, and procedures. FEPP is on-loan to Universities and title remains with USDA.

APOs are responsible for establishing internal processes to ensure compliance with this guide, and maintain controls through proper receiving, storage use, protection, and disposal. APOs must distinguish FEPP from other University/State property.

APOs will ensure program officials are aware of the following:

- personal use is prohibited,
- *use or loan outside the program is prohibited,
- avoid warehousing, stockpiling, and improper storage.

*Universities may use FEPP in cases of a State/Federal disaster, with approval from the FEPP Coordinator.

APOs may assign items that have a high vulnerability to theft and misuse directly to individuals, such as, laptops, cell phones, and other personal IT equipment.   APOs must ensure that employees return these items when separating from the Program.

Loaned and Expendable Property

USDA identifies FEPP property as loaned or expendable.

- Loaned property is property with an **original acquisition amount of $5,000** and above, and tracked on USDA's official inventory, and

- Expendable property is property with an original acquisition amount less than $5,000.

The Federal government uses the original acquisition cost. This may not be the same as the current value of the asset. Accountability for loaned or expendable property is equally important. Expendable property is not a part of USDA's official inventory process. However, APOs are responsible for keeping these items under reasonable control to ensure proper control and follow USDA guidelines for disposal.

Official FEPP Property Records

The FEPP Coordinator maintains USDA's official inventory records. The official records provide an audit trail from receipt until disposal. The APO is responsible for maintaining an internal electronic database of FEPP that establishes accountability/control within the University.

Electronic Database of FEPP

APOs must establish and maintain an internal database to account for all FEPP including expendable property. The database must include:

- Item description,

- Manufacturer name, year, model, and serial numbers,

- **USDA's Asset ID Number (AG or PP)**

- Custodian and property location,

- Acquisition document number (SF-122, AD-107, NIFA number),

- Acquisition date and original acquisition amount,

- Federal Supply Class/National Stock Number, and

- Disposal data, including form SF-120 and AD-112 report numbers and other pertinent information to provide a complete audit trail.

File Management

APOs must establish and maintain files that show a clear audit trail from acquisition to disposal. APOs may establish a consolidated file for each individual station or office, or by USDA's fiscal year, which is Oct 1-Sep 30).

Files should contain:

- Acquisition/transfer documents (SF-122 & AD-107) with appropriate signatures,

- Signed Tracking Slip,

- Current inventory,

- Pending excess reports (Form SF-120 & AD-112), and

- Disposal documents and Purchaser's Receipts with appropriate signatures documenting the disposal action, Public Notices, and Sales Slips.

Motor Vehicles Files. Establish an individual file for each vehicle that includes:

- Acquisition document (SF-122 & AD-107) with appropriate signatures,

- Signed Tracking Slip,

- Maintenance/operational records,

- AD-112s documenting stolen or damaged vehicles, including police reports with appropriate signatures, and

- Excess reports (form SF-120 & AD-112), transfer documents, and Purchaser's Receipts with appropriate signatures documenting the disposal action.

- SF-97s upon vehicle sale.

File Retention Schedules

 APOs should follow the guidelines below to determine when to dispose of FEPP documents/files.   This is consistent with Federal guidelines under the National Archives General Records Schedule. https://www.archives.gov/records-mgmt/grs.html.

These are the minimum guidelines. APOs may use University guidelines. However, the retention and disposal may not be less restrictive than Federal guidelines.

File Description	Destroy Date (Use the Federal fiscal year cycle: Oct 1-Sep 30).
Requisition Documents/Transfer Orders: Includes SF122s and AD-107s	After 3 fiscal years (*Best practices recommend maintaining Vehicle files through life cycle of vehicle)
Physical Inventory Report	After 3 years after completed inventory
AD-112s Reporting Lost, Damaged, Sold, Missing, or Destroyed Property	3 years after disposal
Excess personal property repots (SF-120s) and disposal documents.	3 years after disposal
Vehicle files relating to sale, SF97, donation, or exchange	3 years after disposal
Vehicle Maintenance Service and Inspection	Minimum when 3 years old (*Recommend keeping major repair /documents while vehicle is active on inventory. See Exhibit -Vehicle Inspection Checklist (use as needed absent University documents
Accident Files, Investigative Reports	3 years after the case is closed.

Physical Inventory

USDA regulations require agencies to conduct a physical inventory once every two years or when appointing a new APO. The physical inventory process:

- helps maintain accountability and custody of FEPP, and
- helps identify under-utilized, excess, unserviceable, or lost/stolen property.

Failure to submit your completed physical inventory when due may result in losing privileges to acquire FEPP assets until the inventory is complete.

The FEPP Coordinator will provide the APO with a copy of the inventory, with 90 days advanced notice. Use these guidelines to conduct the physical inventory:

- **Physically verify** all property.

- Indicate items on-hand (on-hand or check mark).

- Update missing information or correct discrepancies in serial number, model number, or manufacturer's name. **(highlight changes)**

- Attach acquisition documents for loaned property not listed on the inventory.

- Report missing items using Form AD-112. Provide details surrounding the disappearance or damage to the item.

- Complete Form SF-120/AD-112 to report property that is excess or unserviceable.

- Update custodian or room numbers, and

- Sign, date, and return completed inventory package to the FEPP Coordinator.

APOs must support notations such as *excess*, *scrap*, or *no longer have* with appropriate documents and reasonable explanations.

The FEPP Coordinator will:

- Review the inventory package for required documents and APO signature,

- Process documents to report excess, transfers, lost/stolen/damaged/destroyed and unserviceable property.

- Modify property records, and

- Provide the APO with a reconciled inventory report.

Due to USDA's Inventory System, the Physical Inventory Report is in a .PDF format. APOs may contact the FEPP Coordinator to request a working copy in excel. However, APOs must return the PDF copy, with the working copy, as the official inventory with signatures.

Departing/Replacing APOs

Prior to the APO leaving and appointing a new APO, Universities will **conduct a physical inventory.** This relieves responsibility for potential missing items and assists in transferring the inventory to the new APO. If the departing APO did not complete a closeout inventory, the new

APO must conduct a physical inventory once appointed. Contact the FEPP Coordinator for a copy of the physical inventory report.

Tracking Slips

Accountability for loaned or expendable property is equally important. APOs must maintain tracking slips that establishes an audit trail or chain of custody.

The tracking slips should include a statement of responsibilities for users to sign before accepting FEPP. Ensure the Tracking Slip contains the following information:

- Item description,
- Manufacturer's name, serial and model numbers,
- Acquisition document number (SF-122, AD107 NIFA/CSRESS number),
- USDA's Asset ID Number,
- University property identification number,
- Custodian name and property location/room number,
- Federal Supply Code,
- Condition code, and
- Custodian and APO signatures.

See Exhibit – FEPP Tracking Slip

Monthly Transaction Reports (MTR)

Monthly Transaction Reports (MTR) provides APOs with a list of **acquisitions and disposals** for the previous timeframe. It includes USDA's Asset ID Number. APOs are responsible for updating internal database with USDA's asset ID number.   APOs will review the MTR for accuracy and provide the following:

- Update descriptions, make, model, and serial number, **(use ==Yellow Highlight== to note fields added or changed),**
- Note items declined, unavailable, or reduced quantities, and
- Update custodian name or room number.

The FEPP Coordinator creates the initial inventory record using information from the Transfer Order/SF-122. When not all information is available, we use placeholders (usually a dash or number) in the Serial Number, Make, Model fields. **APOs are responsible for updating these fields with the correct information.**

Returning the MTR is a mandatory requirement. Failure to complete the MTR could result in temporarily losing privileges to acquire new assets until you return the completed report.

See Exhibit -MTR Cover Letter

Identification of FEPP

APOs must properly identify FEPP assets as "USDA FEPP" whether loaned or expendable. Use prominently placed asset ID labels, aluminum tags, etching, or other suitable method of identification. APOs are responsible for distinguishing FEPP assets from University-owned property.

6. Acquisition of FEPP

APOs should develop acquisition plans to meet program needs and acquire FEPP that meets these requirements.

After receiving approval of your acquisition, promptly contact the owning agency/holding activity to arrange pickup dates and discuss any unusual circumstances involving removing the property. **The University is responsible for all packing, handling, and shipment costs.**

Communication and timeliness are vital to operating a successful Program. It is important to establish good working relationships with GSA Area Property Officers, and military personnel and civilian agencies that dispose of property.

Pickup Timeframes

Upon confirmation/receipt of the completely approved Transfer Order, University personnel are responsible for contacting the owning/disposing agency to arrange pickup. GSA establishes the timeframe for removal:

- **15 calendar days from the date of allocation (Civilian property)**
- **21 days from date of allocation (DOD property)**

The University is responsible for contacting the owning/disposing agency to request additional removal time if required.

7. Sources of Available Excess

- Federal Regulations requires agencies to report **most all excess property** regardless of acquisition cost for potential reuse and transfer.   This includes Department of Defense (DOD) property. The primary sources of excess are:

- USDA Excess: Select the AAMS Module under www.GSAXcess.gov.

- GSAXcess-(Nationwide database of Federal excess property including av ailable DOD and Recycling Control Point-RCP property, (www.GSAXcess.gov) and

- On-site at military installations and Defense Logistics Agencies (DLA) Disposition Services, as authorized. Screeners may need annual letter to screen at certain installations. Screeners must acquire DOD property via GSAXcess

USDA Excess Property

USDA uses GSA's Agency Asset Management System (AAMS**),** a module of GSAXcess, to report excess property for internal screening within USDA. After internal screening, property is available for nationwide screening in GSAXcess.

Internal USDA screening is 15 days. During internal screening, USDA agencies and their sponsoring institutions may acquire excess before it becomes available in GSAXcess. FEPP Universities may acquire USDA excess during internal screening.

GSAXcess - Nationwide database of all Federal Property GSAXcess

GSA provides oversight of Federal excess property and has sole authority for authorizing transfers to other Federal and State agencies, and eligible non-Federal recipients.

Excess reported to GSA is available for transfer in **GSAXcess for 21 days.** Federal agencies have preference over state agencies. Under the FEPP Program, Universities screen as a Federal agency.

Recycling Control Point (RCP) Property

The RCP Program is coordinated through DLA. **DLA ships RCP property, free of charge, directly from distribution centers to the requestor**. The RCP program does not allow visitors to the distribution centers. RCP includes almost all Federal Supply Classes, such as:

- Electrical and electronic hardware,
- Industrial parts and supplies,
- Clothing and textiles, and
- Construction materials.

RCP is only available for screening via GSAXcess. GSAXcess requires screeners to use an RCP Activity Address Code (AAC) to complete the checkout process.

To request an AAC for RCP, complete **Exhibit - Request AAC for RCP** and submit it to **FEPP.Program@ars.usda.gov.**   Information includes:

- University Name
- Complete and Specific Ship To Address (no PO boxes)
- Contact Name, Phone Number, and Email Address

Universities may request additional AACs for programs that regularly screen and are located outside the APO's/Program Coordinator's primary address. However, when possible, centralize deliveries to a primary address.

When selecting RCP property, upon checkout, the system will prompt screeners to key in their unique RCP AAC (See below)

Do not use 123159 as the AAC to acquire RCP Property.   If RCP ships property to USDA's address in Washington, DC, the University is responsible for all costs associated with re-packaging and re-shipping the property from USDA to the correct address.

Refer to the RCP website for additional information regarding discrepancies.
http://www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/RCP.aspx

Defense Logistics Agency (DLA)

DLA's Disposition Services handles the DOD excess property.   It is up to each Disposition Service whether they allow Donation customers (Federal agencies) to view potential available excess. Property may be available for on-site screening and inspection. **However, FEPP officials must select all DRMO property in GSAXcess**

View information on DLA at   http://www.dla.mil/DispositionServices.aspx, or information regarding excess at DLA site: https://business.dla.mil

University APOs and screeners are responsible for following DLA regulations and processes for access to warehouse centers and Military Installations.

Screeners may need annual letter to screen at certain installations. It is up to the University to request annual letters from the FEPP Coordinator.

8. Requesting Access to AAMs/GSAXcess

To ensure the integrity of GSAXcess, GSA prohibits users from sharing assigned IDs.   The two primary options for system access are:

- **Search and Select**: Allows the user to search, select (request excess), and create a want list. Access is assigned to a specific user;

- **Search Only**: Allows the user to search. Access is in the name of the specific user.

- **University-Access to Search**: Search only. Managed by the APO or Program Coordinator, using the APO/Program Name and email address.

GSAXcess automatically **terminates a user's access for non-use within a 6-month timeframe.** GSA sends the user an email at the beginning of the month informing the user to log in to

prevent termination of access. GSA will terminate access at the end of the month if there is no log-on activity.

The APO will request user access through the FEPP Coordinator. The FEPP Coordinator is responsible for establishing users in GSAXcess. Once established, the user receives a system-generated email that contains the user's access code and temporary password. Users are responsible for accessing the system and establishing a permanent password.

Submit Requests to Search/Select or Search

To request access for a specific user, the APO completes **Exhibit - Request Access to AAMS/GSAXcess**, and submit the completed form to FEPP.Program@ars.usda.gov. Information includes

- User's name,
- Email address,
- Telephone and fax number, and
- Type of Access **(Search/Select or Search)**.

9. How to Search and Select in AAMs/GSAXcess

GSAXcess allows users to search for available excess or search and select available excess. The system also has the ability for users to create a "Want List" and allow the system to search continuously for assets meeting the user's defined criteria and send the user an email notice with the results.

Search

GSAXcess/AAMS allows users to search available excess:

- Item name,
- Federal Stock Class (FSC),
- Specific Activity Address Code,
- Specific DRMO (military base),
- Geographic location, and
- New/Unused items by geographic location.

The system displays property that meets your search criteria. To view details of a specific record, click on the item control number. The system displays detailed information based on the excess report.

Select

To select available excess:

- View item control number,
- Select "Add to Cart" (for multiple quantities, the system requires users to key in quantity)
- Select Checkout,
- Confirm/Enter User Data and APO Address,
- Confirm/Key in shipping information and instructions,
- Select delivery option, and
- Submit transfer order request.

Create a Want List

Users much have Search & Select access to create a "Want List". Users can search by "Item Name" and narrow the results by adding other criteria such as, Federal Supply Classification (FSC), a specific condition code, and/or particular states.   Users can establish multiple lists. If there is a match, users will receive an e-mail notification that contains the Item Control Number. Users can view items to determine if the item is acceptable.

To submit an electronic "Want List", access AAMS/GSAXcess:

- Select "Want List" under AAMS Menu or GSAXcess Search & Select Menu
- Follow the field layout to submit specific search criteria.
- Want List information stays active for 180 days unless cancelled.

Email Attachment Document Type:	Word Document ⦿	Excel Sheet ◯	**Change**					
Item Control Number or Federal Supply Code	**Item Name**	**NIIN**	**Search Option**	**Minimum Condition Code**	**States**	**Expiration Date**	**Options**	
							Change	**Delete**

Add/Change Want List Item

Item Control Number: [   ] Or

FSC [   ] NIIN [   ] Or

Item Name: [   ] Search with: [Exact Phrase ▾]

Minimum Condition Code: [Blank ▾]

Location State (optional): State [   ] State [   ] State [   ] State [   ] State [   ] State [   ]

Expiration Date: [   ] 🔳

Submit

10. Approval Process for Transfer Orders in GSAXcess/AAMs

APOs and screeners should become familiar with the approval process from the screening selection to allocation..   The generic instructions This section will help clarify the approval process in GSAXcess and AAMs.

GSAXcess

GSA is responsible for allocating property when selected in GSAXcess. When a screener selects excess:

- The screener receives an e-mail notification from GSAXcess confirming the selection (confirmation only – this does not mean GSA has allocated it),

- *Upon allocation, the screener receives a system generated SF-122, Transfer Order*** (see Note 1 below)**,

- The screener is responsible for promptly forwarding the Transfer Order to the APO for approval,

- The APO reviews, signs, and forwards the signed document to FEPP122@ars.usda.gov,

- **The FEPP Coordinator reviews/signs the Transfer Order and approves it in GSAXcess**** (see Note 2 below),**

- After approval by the FEPP Coordinator, the screener and the FEPP Coordinator receive the "Agency Approved Copy" (this is an FYI-copy), and

- Upon final approval by GSA, the screener and the FEPP Coordinator receive "GSA Completed Approved Copy". (**The GSA Completely Approved Copy is the official approval document.)**

- The allocation is not complete until the screener's receives a copy of the GSA Completely Approved Copy.

- The FEPP Coordinator creates the asset in USDA's inventory system after receipt of the "**Completely Approved Transfer Order"** . The APO is responsible for immediately contacting the FEPP Coordinator if they cancel the allocation/property is not available.

- APOs are responsible for making transfer arrangements no later than 15 days (civilian property) or 21 days (DOD property) after allocation. Contact the owning agency to discuss timeframes.

*Note 1: The instructions GSA attaches to the system-generated Transfer Order stating "how to approve the request in GSAXcess" do not pertain to the FEPP Program. These are standard instructions throughout the Federal Government. USDA's FEPP Coordinator is the approving official. University APOs are responsible for following the steps above to submit signed copies to the APO and then to the FEPP Coordinator for approval in GSAXcess.

Note 2: The FEPP Coordinator will not approve requests in GSAXcess until receipt of the APO signed copy. The FEPP Coordinator does not remind APOs to submit documents. APOs are responsible for forwarding the signed Transfer Order to the FEPP email address as quickly as possible. **GSA will deny the allocation if the request is not approved in GSAXcess within 7 days from allocation.

If the APO/Screener denies property after allocation or transfer, it may be necessary for the owning/reporting agency to start the screening process over.

AAMS (USDA)

The approval process for AAMS is similar to GSAXcess. The primary difference is that it is up to the USDA agency that owns the property to approve and allocate requests. GSA does not have a role in the AAMS process. When a screener selects excess in AAMS:

- The screener receives a system-generated SF-122, Transfer Order,

- The screener is responsible for promptly forwarding the Transfer Order to the University APO for approval,

- The University APO reviews, signs, and forwards the signed document to FEPP122@ars.usda.gov,

- The FEPP Coordinator reviews, approves, and forwards the Transfer Order to the USDA Owning Agency for allocation and transfer,

- If allocated, the USDA Owning Agency returns a copy of the signed Transfer Order to the University Screener and the USDA FEPP Coordinator.

- If denied, the University Screener will receive a system generated denial notice.

- The University is responsible for removing property within 15 days of the allocation.

- In USDA's Inventory System, the USDA Owning Agency is responsible for initiating the transfer of the asset to the University Inventory. The FEPP Staff will accept the transfer, which places the asset on the University Inventory. Assets transferred in from USDA will carry the original asset ID number and cost. These transfers will not appear on the MTR. However, the FEPP staff will provide the APO with the Asset ID number.

It is up to the USDA Owning Agency to allocate property.   Most USDA Agencies will allocate property on a first come first served basis. It is important to submit the completed form to the FEPP Coordinator as quickly as possible.

Upon allocation, the University is responsible for making arranging to remove excess **within 15 days.** Contact the Owning Agency to discuss timeframes.

Denying an Allocation

APOs are responsible for promptly notifying the GSA Approving Official and the USDA FEPP Coordinator, **in writing,** if the University denies property that was allocated to them.

If the APO/Screener denies property after allocation or transfer, it may be necessary for the owning/reporting agency to start the screening process over.

Deleting Requests

Prior to GSA allocating property, screeners are responsible for deleting selections no longer needed or approved.   Screeners can delete requests in AAMS as needed.

Screeners will log in to AAMs/GSAXcess:

- Select delete requests,
- Identify the property by the item control number,

- Select the "selection box" next to the item,
- Select "delete", and Confirm deletion.

After GSA allocates the request, the University screener can no longer remove the request. Contact the FEPP Coordinator or GSA to remove the request.

It is important to delete requests no longer needed/approved.   AAMS will not forward the report to GSAXcess if there is a pending selection.

11. Direct Transfers

Another option to acquire FEPP as a direct transfer from another Federal agency.

Within USDA, agencies may transfer excess property to other USDA agencies, including the FEPP Program. **Universities must obtain the FEPP Program Coordinator's approval before accepting direct transfers, including property from USDA.**   (Use Form AD-107)

Outside USDA, regulations allow Federal agencies to acquire excess property directly from another Federal agency without GSA's prior approval if the acquisition cost does not exceed $10,000 per line item.   (Use Form SF-122)

For direct transfers, work with the owning agency to complete the required form. Include the following information on the form:

- Item description,
- Manufacturer's name, model year, and serial numbers,
- Acquisition cost, condition code, FSC Code,
- **Asset ID (AG or PP Number, if applicable for USDA)**, and

- **FEPP certification statement:** This property is requested by USDA-NIFA and will be used in approved projects and programs. Title remains with USDA and will not be transferred, sold, cannibalized or disposed of without the written authorization of the FEPP Coordinator.

Do not take possession of property until you have approval from the FEPP Coordinator.

See Exhibit - AD-107, for Direct Transfers within USDA

See Exhibit -SF-122, for Direct Transfer outside USDA

12. Form SF-97, Certificate to Obtain a Title to a Government-Owned Vehicle (GOV)

GOVs do not have titles. The intent of the SF-97 allows a private party to obtain a title to a GOV upon sale. We recognize there are States that require the SF-97 when obtaining tags for an FEPP vehicle, and may not recognize the SF-122. We ask that program personnel make reasonable efforts to work with the State offices and Motor Vehicle Administration to determine the process needed to obtain license plates for FEPP vehicles, with the understanding that ownership of the vehicles remains with USDA.

For States that require the SF-97, the FEPP Program Coordinator's office will provide the APO with a signed copy. The FEPP staff will send you the excel program that allows you to prepare the document yourself. If the APO requires the assistance of the FEPP staff to complete the form, please submit a typed version.

Upon the sale of a FEPP vehicle for disposal, or after a loss, accident, or theft, the FEPP staff prepares the SF-97 as USDA will no longer own the vehicle. GSA prepares the SF-97 when they conduct a sale.

13. FEPP Disposal Process

Federal Management Regulations FMR 102-36.215, Reporting Excess Personal Property, requires agencies to report "**most all** excess property to GSA for transfer or donation to eligible customers regardless of acquisition costs".

Loaned and **expendable** are terms used to define the criteria for the physical inventory process. These terms do not apply when reporting excess. Excess property is:

- Unneeded or underutilized property, or
- Items uneconomical to repair.

APOs must remind University participants to report underutilized, unserviceable, or property no longer needed for their programs. **Do not stockpile excess property. Do not dispose of FEPP without written authorization from the FEPP Coordinator.**

See **Exhibit – "Flow Chart of Excess to Disposal Process"**

Determining Whether to Report Excess/Usable or Unserviceable

The FEPP Program understands the value of surplus property and data integrity when searching and selecting excess property.   APOs are responsible for assigning the code that accurately reflects the property's true condition and providing the details to support the condition code.

Condition Codes

APOs are responsible for assigning a condition code **to each item of excess property**.   Use one of the following condition codes to reflect the item's true condition.

Code	Definition
1	**Excellent.** Property in new/unused condition & can be used immediately without modifications/repairs.
4	**Usable.** Property shows some wear, property can be used without significant repairs.
7	**Repairable.** Property is unusable in its current condition, but can be economically repaired.
X	**Salvage.** Property that has value in excess of its basic material content but repair may be impractical or uneconomical.
S	**Scrap.** Property that has no value except for its basic material content.

Note: "Junk", "Outdated", or "Obsolete" are not valid condition codes.

Screening Timeframes

- **USDA** - 15-day screening in AAMS by USDA only,

- **GSAXcess** - 21-day GSA Utilization/Donation screening for all Federal, State, and local governments and GSA's eligible non-profit organizations, 14-days for Furniture, Grades K-12 screen IT equipment for the first 7 days.

- **GSA Sales** - 7 or 15 days for Internet sales.

- **Local Disposal** – When a sale(s) is unsuccessful or determined not feasible, GSA will return local disposal authority back to the agency.

It takes a **minimum of 60 days** for excess to complete the screening process before property is eligible for disposal.

Reporting Excess Property

 A thorough, detailed description of excess property is the best way to increase the re-use potential, through transfer or sale.

The APO is responsible for providing accurate and sufficient details when reporting excess or unserviceable property. However, it is up to the FEPP Coordinator to determine whether the written determination meets the criteria to bypass screening. The FEPP Coordinator will evaluate the best return to the Government. If we bypass screening, we eliminate the ability for the public and non-profit organizations to acquire Federal assets.

APOs will submit excess reports to FEPP.Program@ars.usda.gov . Complete the SF-120 with the following information. **Failure to list the <u>Asset-ID Number</u> will delay the reporting process.**

See **Exhibit -SF-120, Report Excess Property**

- University name and address,
- APO signature (block 8 or 10),
- Point of contact, e-mail address, telephone and fax numbers,
- Property location,
- APO e-mail address, telephone and fax numbers,
- FSC code,
- Detailed item description,
- **USDA Asset ID Number (AG or PP),**
- Original acquisition cost,
- Manufacturer's name, model, and serial numbers
- **Accurate condition code,**
- Transfer Order document number and date, and
- **Photos.**

Additional Requirements When Reporting Vehicles

GSA requires the following information when reporting vehicles:

- Make,
- Model year,
- Vehicle identification number (Vin),
- Vehicle mileage,
- Transmission type,
- Drive type (front wheel, etc.),
- Number of cylinders,
- Color/gradient,
- Body style*,
- Fuel type,
- Power brakes/steering, and
- Air conditioning

*Body Style codes are:

S2: Sedan, 2 door	VA: Van	P4: Pickup 4 door
S4: Sedan, 4 door	MV: Mini-Van	HD: Heavy Duty
CO: Coupe	AM: Ambulance	UT: Utility
HA: Hatchback	BU: Bus	BO: Box
WA: Station Wagon	P2: Pickup 2 door	TR: Tractor
SU: SUV	P3: Pickup 3 door	OT: Other

Provide detailed information on the condition of the vehicle such as,

- Major parts/components that are missing,

- If repairs are needed, the type of repairs,

- Special requirements for handling, storage or transportation, and

- Mechanical condition of the vehicle i.e., blown engine, cracked block, steering problems, broken windows, needs new tires, bad transmission etc.

Use the vehicle supplemental form to provide information regardless of the condition code. The supplemental form will provide detailed information to support a written determination to bypass regulatory screening. The supplemental form does not bypass the requirement for submitting the completed SF-120, signed by the APO.

See **Exhibit - Supplemental Form - Reporting Vehicles**

Provide Pictures of Excess

GSA requires pictures of excess property that meets the agency's accountability threshold. USDA's accountability threshold is $5,000. **GSA encourages photos of all excess.**

At a minimum, APOs must submit pictures for all loaned and expendable property, except:

- items in scrap or salvage condition

- Non-consumable expendable items with an original acquisition cost of $500 or more.

Submit pictures of the actual item reported. When reporting multiple items that are identical (the same manufacturer name and model number) and in the same condition, submit a picture of only one item with a note indicating that the photograph is representative of each item in the lot.

Numbering. Number each picture with the report line item number. For example, the picture for the first line item is 1A. If submitting more than one picture for an item, number 1A, 1B, 1C; for line item 2 - 2A, 2B, 3C, etc.

Format: All picture extensions must end with ".jpg".

Size: GSAXcess displays pictures in a rectangular format at 600 X 400 pixels. For the best image, take pictures horizontally.

Tips for Taking Pictures

Before submitting picture, balance the contrast and brightness, rotate to the correct position, and crop unnecessary background items.

- **Vehicles.** Include pictures of the exterior and interior, including body damage or interior defects.

- **Show detail.** Let the item fill the entire frame. Include the brand/manufacture name when possible. Take more than one picture to show different views. Do not show duct tape or other wrapping material used to hold multiples items together.

- **Remove clutter**. Remove anything in the background that distracts from the picture. Do not include people.   Avoid reflections on glass or mirrors.

- **Defects**. Take pictures of any defects or wear and tear and include this in the detailed description.

Exception to Reporting Excess for Screening

The FEPP Coordinator may bypass screening when the property is uneconomical to repair, or needed for cannibalization. The following is needed to bypass screening:

- Written determination documenting that property has no commercial value, including how the condition code of scrap/salvage was selected, and estimated cost of continued handling exceed expected sales proceeds,

- Regulation or directive requires abandonment or destruction, or

- Health, safety, or security considerations require immediate abandonment or destruction.

The FEPP Coordinator will make this determination based on the detailed information from APOs.

Reporting Unserviceable Property

Submit Form AD-112, Report of Unserviceable, Lost, Stolen, or Damaged Property to report property as unserviceable (beyond repair or not economical to repair).   Typically, this property is in Salvage or Scrap condition.   Submit to FEPP.Program@ars.usda.gov

APO's are responsible for providing information to support using unserviceable, salvage, or scrap as the condition. **Without the supporting information, the FEPP Coordinator does not automatically bypass screening and authorize disposal.** Supporting information includes:

- list of problems/repairs,
- feasibility of repairing or replacing,
- estimated repair costs, including how the cost was determined,
- pictures, and
- any other information available.

Assigning condition code X or S or submitting a picture does not substitute as a written finding. Detailed information will assist the FEPP Staff in providing prompt disposal instructions and reducing the need to contact others for follow up information.

See Exhibit - AD-112 for Reporting Unserviceable Property

Reviewing Unserviceable Requests

FEPP staff will review information and pictures to determine the appropriate disposal action. If the item meets the criteria to bypass Federal screening, the FEPP staff will return the AD-112 authorizing the APO to proceed with local abandonment or destruction (See Section Donation, Abandonment, and Destruction).

Completing Disposal Action/Documents

APOs are responsible for completing the disposal action and returning the completed AD-112 to the FEPP Coordinator **no later than 30 days** from receiving disposal instructions.   Failure to return disposal actions may result in temporary suspension to acquire FEPP.

Track Screening Process

After reporting excess in AAMS/GSAxcess for screening, the FEPP staff will provide APOs with a print screen from the system verifying the screening process. **The report contains the**

assigned excess report number and the AAMS/GSAXcess Excess and Surplus Release Dates.

To help ensure timely disposal APOs should monitor the screening process. To track screening:

- Establish pending files for AD-112s and SF-120s.

- Develop a tracking log, with the report number, date reported, release dates, sold, returned AD-112, such as:

Date Reported	Report Number	AAMS Release Date*	Surplus Release Date**	Date Sold	Date Returned AD-112-Final

****Date internal screening completed in USDA – 15 days**

** Date GSA screening completed – 21 days

Allocating FEPP Excess in AAMS to Another USDA Agency

While FEPP is in USDA screening, the USDA FEPP Coordinator is responsible for allocating requests from other USDA agencies (or FEPP participants). The FEPP staff will provide the University APO with a copy of a signed transfer order from the requesting USDA agency. Universities may not release the property without the signed transfer order. After 15-days, if there are no requests, the report is available in GSAXcess.

Excess FEPP in GSAXcess

When FEPP excess clears USDA screening, property is available to all GSAXcess users. It is GSA's responsibility to review/allocate/approve requests for FEPP excess.

When someone selects FEPP excess, GSAXcess sends a system generated SF-122 to the FEPP Program Coordinator. The FEPP Staff will forward a copy to the University APO.   The APO will not release property without a copy of the approved SF-122 from GSA. APOs will:

- work with the requesting agency to finalize packaging and shipping,

- upon pickup, forward the signed transfer document to the FEPP Coordinator in order to remove from the inventory, and

- notify the FEPP Coordinator/GSA Area Property Officer if the requesting activity does not remove the excess within 15 days from allocation.

GSA Sales Process

If there are no transfer requests, the report moves from GSAXcess to GSA Sales (MySales) for sale to the public. APOs may receive notification from GSAXcess when the report moves to Sales.

The notification letter is not an authorization to dispose of the property; it is a notification that the property has completed the screening process and will be available in Sales. GSA will determine whether it is reasonable to conduct a sale.

Sales process is:

- GSA sends a confirmation notice to the University Point of Contact (POC), to **verify** property information prior to posting the sale,

- **University POC must respond to confirm sale. GGSA will cancel sale for non-response,**

- GSA posts items for sale www.GSAAUCTIONS.GOV and collects sales proceeds,

- Buyer has 3 days to pay,

- GSA forwards a copy of the Purchaser's Receipt (to Buyer) and POC listed on excess report),

- Buyer has 10 days after payment to remove property,

- **APO must obtain Buyers Signature on Purchaser's Receipt, and**

- **APO must forward the signed Purchaser's Receipt to GSA Sales and FEPP.Program@ars.usda.gov**

APOs must notify GSA and the FEPP Coordinator if the buyer does not remove the property within 10 days of award.   The 10-day period is a contractual item. The buyer is in default of the contract for non-removal within 10 days. Universities do not have the authority to grant an extension without GSA.

GSA reserves the right to conduct another sale if the sale is unsuccessful or if the buyer fails to make payment.

If the sale is unsuccessful, GSA will return disposal instructions to the FEPP Coordinator. (APOs should forward any instructions received from GSA.)

Donation, Abandonment, and Destruction (Including Recycling)

The Donation, Abandonment, and Destruction process occurs:

- if the sale is unsuccessful, or
- GSA decline to conduct the sale, or
- FEPP Coordinator bypasses screening, property is eligible for Abandonment/Destruction.

If the sale is unsuccessful/or no sale, GSA returns the disposal action back to the agency. The FEPP Coordinator is responsible for providing disposal instructions to the University, via the AD-112.

If the property was unserviceable (scrap/salvage), and met the criteria to bypass screening, the FEPP Coordinator will approve the AD-112 authorizing disposal.

Public Notice

Federal regulations require a Public Notice announcing the Government's intent to abandonment/destruction surplus property. The announcement includes an opportunity to sell property to the public.   The FEPP Coordinator will forward a Public Notice.

The APO will **post the Public Notice for seven calendar days** in common use facilities, or local newspaper, community bulletin board, etc. The Public Notice should include:

- A general description of the property including location,

- Dates and times for public inspection, and

- Contact person and telephone number.

Included in the Public Notice is an offer to sell the property. If the APO sells the property, the APO must complete a Sales Slip. **All checks (including those from scrap dealers or recertified recyclers) must be made payable to the U.S. Treasury.**

APOs are responsible for returning the disposal package (completed AD-112, Sales Slip, and Checks if applicable) to FEPP within 30 days.

To avoid the perception that employees/family members have access to information that is not available to the public, USDA regulations prohibits selling property to employees (and employee family members) who used, were accountable for, or involved in determining its excess. This includes the FEPP Program.

See **Exhibit - Public Notice**

See Exhibit -Sales Slip

Exceptions to the Public Notice

Under the following conditions, the FEPP Coordinator will not require the Public Notice:

- property with an original acquisition amount less than $500,

- value is so little or cost of care and handling pending A/D is so great, advertising for sale, even as scrap is not economical,

- abandonment/destruction is required because of health, safety, or security reasons.

Donation to Public Bodies

In lieu of abandonment or destruction, APOs may donate surplus property to a public body. A public body is an organization that receives Federal or State funding, such as

- Federal, State or local governments,

- Public libraries,

- Public Schools,

- Public Colleges and Universities, and

- Native American tribes and communities.

Programs within your University are public bodies.

Regulations prohibit agencies from donating surplus property to nonprofit organizations. These organizations may purchase surplus property when the APO posts a "Public Notice". Examples are:

- Churches
- Salvation Army
- American Legion
- Private schools
- Day care centers
- Boy/Girl Scouts

Abandonment or Destruction

When there are no public sales or donation, APOs are responsible for completing final disposal via Abandonment or Destruction. APOs are responsible for disposal in an environmentally friendly way. Follow all applicable Federal, state, and local environment laws.

Consider disposal via recycling programs to a certified recycle or sales to scrap dealers. Sales proceeds from scrap dealers or recyclers must be made payable to the U.S. Treasury.

The FEPP Coordinator will maintain a clear audit trail of property disposals in the official file. The official file will include the following:

- Excess or unserviceable report,
- Proof of regulatory screening,
- Transfer/Donation documents from GSA,
- Purchaser's Receipt from GSA,
- Local disposal instructions from GSA, and
- Form AD-112, with APO and witness signature, stating the final disposal action.

Within 30 days, APOs are responsible for returning the disposal package (completed AD-112, Sales Slip, and Checks if applicable) to FEPP.

Excess to Disposal Transmittal Letter

To help streamline the "reporting to disposal" process, the FEPP Coordinator processes a transmittal letter forwarding:

- Screen prints documenting the reporting process in AAMS/GSAXcess,
- Disposal instructions with AD-112 and Public Notice, or
- Disposal instructions with AD-112, without a Public Notice

APOs will follow the instructions and return the completed disposal package to FEPP.Program@ars.usda.gov

See Exhibit -Excess to Disposal Transmittal

Cannibalization

APOs may acquire non-functional FEPP for cannibalization purposes or cannibalize an existing item to repair or improve a similar piece of property. Limit cannibalization to property that is uneconomical to repair and has no value to other users in the program.

APOs must request cannibalization via form AD-112. Cannibalization is a form of disposal and property disposal regulations apply.

Lost, Damaged, Stolen, or Destroyed Property

APOs must immediately report stolen property to local law enforcement authorities and to the FEPP Coordinator.

APOs will investigate incidents of damaged or stolen property. Report the incident via form AD-112, including a detailed explanation of the incident, police reports, and the circumstances involved such as:

- When the item was last seen,
- Last known location of the property, and
- Name of employee assigned the property.

See **Exhibit -Reporting Lost/Stolen/Damaged Property Using AD-112**

Stolen or Damaged FEPP Vehicle

If a FEPP vehicle is stolen or damaged/totaled, any recovered insurance money is made out to the USDA or the US Treasury and returned to the US Treasury. APOs are responsible for completing an AD-112 documenting the event, listing the damage, and include any information from the insurance companies.

14. FEPP Program Reviews

The USDA, ARS, FEPP Coordinator conducts periodic personal property management reviews of University FEPP Programs to ensure compliance with Federal and USDA regulations, policies, and procedures. During these reviews, we also analyze how effective are the FEPP policies and procedures. The goal is to assist the University in improving FEPP management operations and share Best Practices. The three phases of the review process are:

Phase 1: Q & A: The Q&A session helps us become acquainted with the University's FEPP staff, gain an awareness of the office resources, and understand the office functions. **It will also include a virtual inspection of FEPP property.** To help simplify the Q&A phase, we enclosed the questions. We will discuss the questions in an open format.

Phase 2: File Review: We review APO files, internal procedures, policy statements, and courses of actions on various issues. The file review primarily targets inventories, acquisitions, transfers, and disposals. This phase helps to ensure compliance with appropriate policies and procedures and determine how the University implements FEPP policies and procedures.

Phase 3: Follow-Up: After having, a basic understanding of the office processes, and reviewing property files, the follow-up will help clarify any issues or concerns that have developed and provide an opportunity to exchange ideas.

After completing the review, the FEPP Coordinator will conduct an exit interview to discuss the preliminary findings and recommendations, and will prepare a written report, requesting an action plan if necessary.

See **Exhibit -FEPP Review Questions**

15. Program Contacts

See Exhibit – Program Contacts for a list of FEPP APOs, Program Contacts and the USDA FEPP Team Lead. The FEPP Teak Lead should be the first contact for questions or issues concerning acquisitions, denials, excess, SF-97s, inventory, MTRs, etc.

16. Users and Screeners Association

The Users and Screeners Association (USA) is a unique blend of screeners who acquire excess property and Federal property managers who are anxious to dispose of property. The purpose of the organization is to share expertise, alert members to program changes, promote the benefits of using FEPP, develop professionalism among federal screeners, and provide a unified voice to FEPP concerns.

The USA-FEPP website contains links for **forms**, policy and operations information, screening and acquisition tools. The website: *http://www.usa-fepp.org/*

USA-FEPP holds an annual education conference to discuss program policies, information from GSA and USDA, Best practices, and tours of FEPP in use. Universities share hosting opportunities with the support of the USA-FEPP Board Members.

To become a member of USA-FEPP:

1. Attend the annual Professional Workshop and Conference. Dues are included in the meeting registration fee.

2. Visit the membership application page on the website and apply for membership via hardcopy.

All FEPP Professionals -- both USA Members and non-members are encouraged to use the USA-FEPP website.

17. Glossary, including Commonly Used Acronyms

Abandonment and Destruction (A&D) - disposal process for property not suitable for transfer, donation, or sales.

Accountability – maintaining personal property records with a complete audit trail from acquisition to final disposition.

Accountable Property Officer (APO) – individual appointed by the University's Administrative Head who is responsible for administering the FEPP Program.

Acquisition Cost - original purchase price.

Acquisition and Property Division (APD) – division that administers the NIFA FEPP Program.

Activity Address Code (ACC) – six-digit identification number (123159) that identifies the Federal Excess Personal Property Program. Universities need a specific AAC for RCP property that will identifies the correct ship-to-address for RCP.

Agriculture Property Management Regulations (AGPMR) – USDA' internal personal property management regulations.

Agricultural Research Service (ARS) – agency that administers the NIFA FEPP Program.

Allocation – transfer or donation of Federal excess or surplus property by GSA.

Area Property Office (APO) - Area GSA official responsible for reutilization and donation actions within a specific geographical area.

Automatic Release Date (ARD) - date that excess property becomes surplus property.

Cannibalization – removing usable parts from a property item to repair or improve a similar piece of property that is unserviceable.

Condition Code – alpha/numeric code that indicates the current condition of excess property.

Defense Logistics Agency (DLA) – agency responsible for managing the Department of Defense excess property.

Defense Reutilization and Marketing Office (DRMO) – property offices at military installations responsible for excess property.

Defense Turn-in Document (**DTID)** - location number attached to each piece of DRMS property.

DOD - Department of Defense

Donation – surplus property donated to eligible GSA entities, such as, State Agencies for Surplus Property.

Donee – entities that are eligible to receive Federal surplus personal property.

Excess Personal Property – the agency no longer needs the property item.

Expedited Screening - a special screening designed to reutilize or donate items within a shortened screening period.

Fair Market Value – the best estimate of the gross sales proceeds if the property was offered for sale to the public.

Federal Acquisition Service (FAS) – formerly the Federal Supply Service. GSA division responsible for operational procedures for personal property management

Federal Supply Classification (FSC) – first 4 digits of the National Stock Number used for cataloging large groups of commodities by a similar description.

Federal Supply Group (FSG) – based on the same concept as the FSC; FSG's are larger, defined groups of commodities beginning with the first two digits of National Stock Number.

Federal Excess Personal Property (FEPP) - property no longer needed by a Federal agency.

Federal Management Regulations (FMR) – the name of GSA's regulations

Federal Stock Class (FSC) - the first four digits of the National Stock Number.

General Services Administration (GSA) – provides oversight of all Federal excess personal property and has sole authority for authorizing transfers to Federal, State agencies and eligible non-Federal recipients

GSAXcess – General Services Administration's online excess personal property inventory system.

GSA Control Number - internal number assigned to track excess and surplus property.
Holding/Owning Agency – the Federal agency owning excess property.

Humanitarian Assistance Program (HAP)

Item Control Number - internal number assigned to track excess and surplus property.

Julian Date - Four-digit numeric number where the first digit represents the calendar year and the last three digits represent the day of the year (i.e. 8357 represents December 20, 2008).

Line Item – a single line entry on a transfer order.

Material Safety Data Sheet (MSDS) - safety and specifications documentation accompanying items termed as hazardous material.

Monthly Transaction Report (MTR)– monthly listing of property acquisitions and disposals.

National Finance Center (NFC) – agency that manages USDA's Financial Management Systems and houses the FEPP Program inventory system.

National Institute of Food and Agriculture (NIFA) – formally CSREES

 National Property Management Association (NPMA)-formal organization for Federal, State, and private property management officers.

National Stock Number (NSN) – a 13-digit number used to identify a property item.

National Utilization Officer - (NUO) - individual at federal agencies responsible for disposal, reutilization, donation, etc.

Personal Property – all property other than real property.

Property Act – the Federal Property and Administrative Services Act of 1949 the law that centralized Federal property management and disposal functions under GSA.

Public Body – institution receiving Federal or State funding, and is eligible to receive donations of Federal Surplus Property.

Recycling Control Point (RCP) - Excess property only accessible via screening on GSAXcess.

Reporting Agency – agency owning excess property.

Report Number – unique number assigned to all excess property reported to GSA beginning with the activity address code (123159), Julian Date, and line item number.

Reutilization - Use of federal property acquired through FEPP transfer.

Reutilization/Transfer/Donation (RTD) - term used to describe the entire transfer/donation process for federal property.

Salvage – property that has value greater than its basis content but for which repair or rehabilitation is clearly impractical and/or uneconomical.

Scrap – property that has no value except its basic material content.

Screen – to search for excess or surplus property**.**

Screening Cycle Period – timeframe when excess and surplus personal property is available for transfer or donation to eligible recipients.

State Agency for Surplus Property (SASP) – state agency authorized to receive and distribute surplus Federal property.

Surplus Property – excess personal property no longer needed by a Federal agency.

Surplus Release Date (SRD) - the date Federal screening ends; excess property becomes surplus.

Unserviceable Property – property that is in scraps or salvage condition.

Utilization – the method that identifies, processes, reports, acquires, and transfers property among Federal agencies.

18. Exhibits

FEPP Guidance Certification by APO

APO Designation Letter

Vehicle Inspection Checklists

Federal Excess Personal Property Tracking Slip

Monthly Transaction Transmittal

Request AAC for RCP

Request Access to AAMs/GSAXcess

AD-107 – Report of Transfer or Other Disposition or Construction of Property

SF-122 – Transfer Order Excess Personal Property

Flow Chart of Excess to Disposal Process

Reporting Excess Property, SF-120 – Report of Excess Personal Property

Supplemental Form – Report of Excess Personal Property

Reporting Unserviceable Property, AD-112 – Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property

Public Notice

Sales Slip

Excess to Disposal Transmittal

Reporting Lost/Missing Property, AD-112

FEPP Review Questions

Program Contacts

FEPP Guidance Certification

I have read the "FEPP Tractor Book" and certify that our program is in compliance with the requirements and responsibilities, primarily:

- Establish internal policies and procedures

- Provide screeners/program officials with internal procedures, and/or Tractor Book

- Establish internal database to track FEPP

- Establish files that show audit trail from acquisition to disposal

- Identify FEPP assets (labels, etchings, etc)

APO Signature/Date: _____

Program Coordinator
Signature: _____

Must be on University Letterhead

Address

Date:

Subject: Designation of Accountable Property Officer

   To: FEPP Coordinator
          5601 Sunnyside Ave, Rm. 3-2118
          Mail Stop 5118
          Beltsville, MD 20705

 From: NAME
          Director, Eligible Activity
          College of
          University of

Please except this letter from the University of   requesting permission to participate in the Cooperative State Research, Education, and Extension Service's Federal Excess Personal Property (FEPP) Program.

I am appointing Dr. Barbara Wilson as the University Accountable Property Officer, and Ms. Name Name, as the Program Coordinator. Dr. Wilson may be reached 802-656-3728, or through email at BWilson@uvt.edu.

If you have any questions, please call me on 802-656-6796.

Vehicle Checklist

Vehicle Inspection Check List			Vehicle	Tag No.	Mileage	
Instruction: Retain original vehicle.			Year	Make	Model	
Code: O = OK X = Adjustment made R= Repair needed						
Engine and Under hood	Code	Repair Estimate	Date:			
1. Radiator, Cap, Hoses, Coolant		$	**Body**		Code	Repair Estimate
2. Belts, Fans, Alternator, Power Steering		$	36. Headlights, Alignment			$
3. Water Pump		$	37. Taillights, Back-Up Lights, Stop Lights			$
4. Carburetor Air Cleaner		$	38. Turn Signals, 4-Way Flashers			$
5. Carburetor Adjustment		$	39. Parking, Clearance Lights			$
6. Manifold Heat Control Valve		$	40. Glass			$
7. Head Bolts and Manifold Bolts		$	41. Doors, Hood and Trunk (Fit and Latches)			$
8. Engine Mounting Bolts		$	42. Body Bolts			$
9. Fuel Pump Pressure		$	43. Bumpers			$
10. Timing, Spark Plugs, Points		$	44. Paint, General Appearance			$
11. Compression		$	45. Door Locks			$
12. Battery: Connections, Charge, Water Level		$	46. Lock, Spare Tire (Trucks)			$
13. Alternator and Regulator		$	47. End gate or Tailgate			$
14. Check for oil leaks		$	48. Windshield Wipers and Washers			
15. Oil Level, Filter, Breather Cap		$	**Interior**			
16. PCV Valve		$	49. Brake Pedal Travel			
17. Windshield Washer Fluid		$	50. Parking Brake			
18. Air Conditioner, Freon Gas		$	51. Clutch Pedal (Free play of ¾ inch)			
19. Power Steering, Oil Level		$	52. Mirrors			
20. Electronic Ignition System		$	53. Horn Operation			
21. EPA Exhaust Emission Test (where required)		$	54. Instrumentation Operation, Switches, Dash lights			
Chassis		$	55. Seat Belts, Shoulder Harness (Anchor Bolts, etc.)			
22. Front End Alignment		$	56. Defroster, Heater			
23. Front Wheel Bearings		$	**Miscellaneous**			
24. Wheel Lug Bolts		$	57. Tires (Condition and Pressure)			
25. Steering Tie Rods, Drag Link, Idler Arm		$	58. Winch Mechanism			
26. Shock Absorbers		$	59. Road Test			
27. Spring and Body "U" Bolts		$	60. License Plates (Brackets and Bolts)			
28. Drive Shaft		$	61. Jack and Lug wrench			
29. Universal Joints		$	62. Door and Dashboard Decals			
30. Differential		$	63. Emergency Kit			
31. Muffler, Exhaust System		$	64. Cost of Inspection (Labor)		■	
32. Tailpipe, Hangers		$	65. Repairs Made	__ Yes __ No		
33. Brakes: Foot and Hand		$	**Total Repair Estimate**			
34. Brake Cylinders, Brake Fluid		$				
35. Automatic Transmission		$				
Sub-Total		$				
Name and Address (Custodian or Operator)			Name and Address of Firm Making Inspection			

<table>
<tr><td colspan="2">FEDERAL EXCESS PERSONAL PROPERTY TRACKING SLIP

DEPARTMENT/STATION

CITY/STATE

DATE</td></tr>
<tr><td>Item Description</td><td></td></tr>
<tr><td>Custodian</td><td></td></tr>
<tr><td>Location of Property</td><td></td></tr>
<tr><td>Manufacturer</td><td></td></tr>
<tr><td>Model/Serial Number</td><td></td></tr>
<tr><td>Acquisition Document Number</td><td></td></tr>
<tr><td>Acquisition Amount</td><td></td></tr>
<tr><td>NFC Identification Number</td><td></td></tr>
<tr><td>University Control Number</td><td></td></tr>
<tr><td>FSC Code</td><td></td></tr>
<tr><td>Condition Code</td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

I am aware that FEPP is on loan to the University and will not be transferred, sold, cannibalized, or disposed of except as instructed by the Accountable Property Officer after approval by USDA's FEPP Coordinator.

_____

Custodian Signature   **Date**

USDA
United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

Type in Date

SUBJECT: (List Specific Month) - Monthly Personal Property Transaction Report
Action Due: (30 days from Date)

    TO: APO's

  FROM: */S/*   Acting FEPP Coordinator

Enclosed is your **Monthly Transaction Report.** The report includes tabs for Loaned (updated to inventory), Expendable, and Disposed (removed from Inventory) activity for the month indicated. Please review the report, **update new loaned assets with the correct mfg name, model number, and serial number**, and return it to our office. <mark>Please highlight all changes made.</mark>

Loaned Property:
- Verify/Correct Description
- Update Manufacturer's Name
- Update Model and Serial numbers
- Update Custodian/Rm. Number item.
- Indicate if denied or returned.

Expendable Property:
- Indicate if items were reduced in quantity or denied/declined.

Disposed Property:
- Verify property disposal.

List any discrepancies. As a reminder, APOs are responsible for updating USDA's **Asset ID Number** in your University inventory system. This is the official inventory tracking number.

Check the appropriate line below, sign, date, and return the completed report to FEPP.Program@ars.usda.gov.   If you have any questions, call 301-504-1020.

__   No changes needed (return this page only).
__   Report attached with required information/changes

_____
APO Signature/Date

Failure to update and return your report will result in a temporary hold on new acquisitions.

Administrative and Financial Management
George Washington Carver Center
5601 Sunnyside Avenue, Beltsville, MD 20705-5100
USDA is an Equal Opportunity Provider and Employer

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Requesting AAC for RCP

University Name: _____

Complete Shipping Address: _____

                                                 _____

                                                 _____

                                                 _____

RCP Contact Name: _____

RCP Contact Email Address: _____

RCP Telephone Number: _____

Signature: _____
(APO or Program Coordinator)

AAC: _____ _____
(Completed by USDA)   Date/Initials

Requesting Access to AAMS/GSAXcess – FEPP Program

User's First Name: _____

User's Last Name: _____

User's Telephone Number: _____

User's Email: _____

User's State Abbreviation: _____
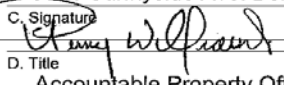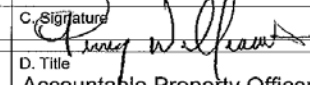
Permission Levels - X:

    User Search and Select: _____

    User Search Only: _____

    University Access (Search Only): _____

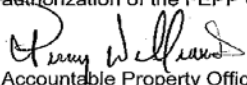APO/Program Coordinator Signature: _____

AD-107 (USDA Transfer Outside AAMS)

United States Department of Agriculture **Report of Transfer or Other Disposition or Construction of Property**		Report No. 0001
		Date 7/25/17
1. Type of Transaction (Report each type separately) ☒ Transfer ☐ Sale ☐ Trade In ☐ Donation ☐ Construction ☐ Rehab ☐ As-Is	2. Authorization Reference	3. Proceeds Received $
4. Reporting Agency Agriculture Research Service	5. Receiving Agency (Or Name of Purchaser or Donee): University of Florida	
A. Organizational Unit Human Resources Division	A. Organizational Unit (Or Address of Purchaser) 2556 W HIGHWAY 318, Gainesville FL 32611	
B. Location 5601 Sunnyside Ave. Beltsville MD.	B. Location	
C. Signature	C. Signature	
D. Title Accountable Property Officer	D. Title Accountable Property Officer	E. Date 8-3-17

6. Property Items

Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
	Item Description: Generator Make/Manufacture: Onan Model: 30KW Serial Number: 55566384 Asset ID Number: PP0005006869 (Agency: NI, Org: LE, APO# LE###) Condition Code: 4 This property is requested by USDA-NIFA and will be used in conduct of approved projects and programs. Title remains vested with USDA and will not be transferred, sold, cannibalized or disposed of without the written authorization of the FEPP Coordinator	$15,000.00
	Accountable Property Officer Date: FEPP Coordinator Date:	

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:	8. Fiscal Officer		
	A. ☐ The sum indicated below has been received in payment for the property disposed of. B. ☐ The necessary entries have been made to adjust the accounting records.		
	Amount ($)	Schedule No.	
Signature Date	Signature		Date

This form was electronically produced by National Production Services Staff
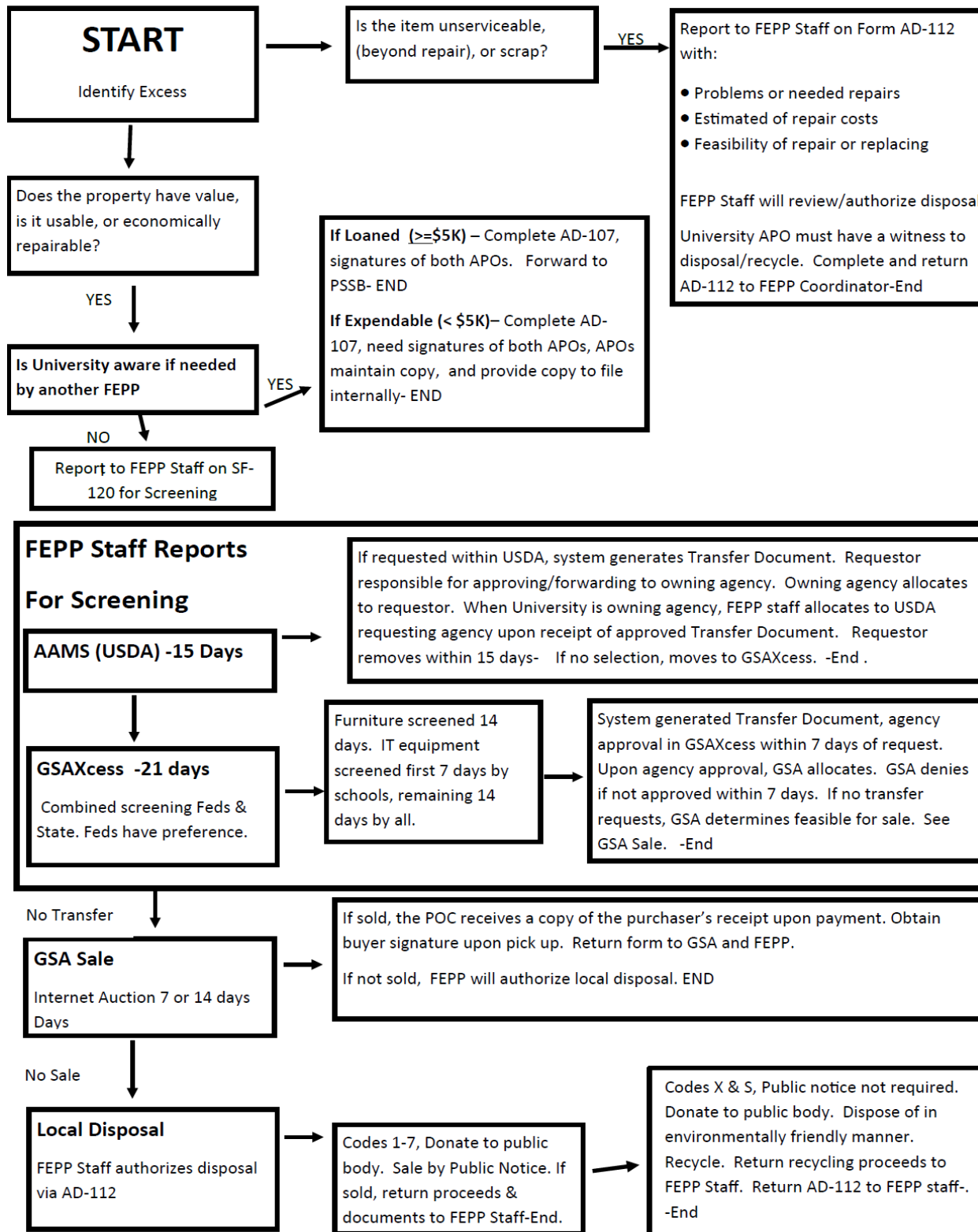
Form AD-107 (11/89)

SF-122 (Transfer From Federal Agency Outside GSAXcess)

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315	**TRANSFER ORDER** **EXCESS PERSONAL PROPERTY**	1. ORDER NO. 0001
		2. DATE 07/25/2017

3. TO: General Services Administration* USDA/ ARS/ AFM/ APD/ PSSB 5601 SUNNYSIDE AVE. BELTSVILLE MD 20705	4. ORDERING AGENCY *(Full name and address)* University of Kentucky N-3 Agricultural Science Center, Lexington KY 40506
5. HOLDING AGENCY *(Name and address)* Department of Justice 950 Pennsylvania Avenue, NW Washington DC 20530	6. SHIP TO *(Consignee and destination)* Same as block 4
7. LOCATION OF PROPERTY Same as block 5	8. SHIPPING INSTRUCTIONS To be determined by the University

9. ORDERING AGENCY APPROVAL		10. APPROPRIATION SYMBOL AND TITLE
a. SIGNATURE	b. DATE 07/25/2017	
c. TITLE APO SIGNATURE	11. ALLOTMENT	12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION *(Include noun name FSC Group and Class, Condition code and, if available, National Stock Number)* (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		Item Description: Oscilloscope	ea	1	13,500.00	13,500.00
		Make/Manufacture: Tektronix				0.00
		Model Number: TDS540				0.00
		Serial Number: 965583				0.00
		Condition Code: 4				0.00
						0.00
		This property is requested by USDA-NIFA and will be used				0.00
		in conduct of approved projects and programs. Title				0.00
		remains vested with USDA and will not be transferred,				0.00
		sold, cannibalized or disposed of without the written				0.00
		authorization of the FEPP Coordinator				0.00
		[signature] 8-3-17				0.00
		Accountable Property Officer Date				0.00
						0.00
		FEPP Coordinator				0.00
		Total of Property Ordered				$13,500.00

14. GSA APPROVAL	a. SIGNATURE	b. TITLE	c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE	
	AGENCY	STATE				

*Include ZIP Code

Flow Chart of Excess to Disposal Process

START

Identify Excess

→ Is the item unserviceable, (beyond repair), or scrap? —YES→ Report to FEPP Staff on Form AD-112 with:

- Problems or needed repairs
- Estimated of repair costs
- Feasibility of repair or replacing

FEPP Staff will review/authorize disposal

University APO must have a witness to disposal/recycle. Complete and return AD-112 to FEPP Coordinator-End

Does the property have value, is it usable, or economically repairable?

YES ↓

Is University aware if needed by another FEPP —YES→ If Loaned (>=$5K) – Complete AD-107, signatures of both APOs. Forward to PSSB- END

If Expendable (< $5K)– Complete AD-107, need signatures of both APOs, APOs maintain copy, and provide copy to file internally- END

NO ↓

Report to FEPP Staff on SF-120 for Screening

FEPP Staff Reports

For Screening

AAMS (USDA) -15 Days → If requested within USDA, system generates Transfer Document. Requestor responsible for approving/forwarding to owning agency. Owning agency allocates to requestor. When University is owning agency, FEPP staff allocates to USDA requesting agency upon receipt of approved Transfer Document. Requestor removes within 15 days- If no selection, moves to GSAXcess. -End .

↓

GSAXcess -21 days

Combined screening Feds & State. Feds have preference. → Furniture screened 14 days. IT equipment screened first 7 days by schools, remaining 14 days by all. → System generated Transfer Document, agency approval in GSAXcess within 7 days of request. Upon agency approval, GSA allocates. GSA denies if not approved within 7 days. If no transfer requests, GSA determines feasible for sale. See GSA Sale. -End

No Transfer ↓

GSA Sale

Internet Auction 7 or 14 days Days → If sold, the POC receives a copy of the purchaser's receipt upon payment. Obtain buyer signature upon pick up. Return form to GSA and FEPP.

If not sold, FEPP will authorize local disposal. END

No Sale ↓

Local Disposal

FEPP Staff authorizes disposal via AD-112 → Codes 1-7, Donate to public body. Sale by Public Notice. If sold, return proceeds & documents to FEPP Staff-End. → Codes X & S, Public notice not required. Donate to public body. Dispose of in environmentally friendly manner. Recycle. Return recycling proceeds to FEPP Staff. Return AD-112 to FEPP staff-. -End

SF-120, Reporting Excess Property

REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NUMBER	2. DATE MAILED	3. TOTAL COST $ 5,450.00

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	a. ORIGINAL	c. PARTIAL	(Also check "e" and/or "f" if appropriate)	e. OVERSEAS
	b. CORRECTED	d. TOTAL W/D		f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU
USDA/ ARS/ AFM/ APD/ PSSB
5601 SUNNYSIDE AVE. BELTSVILLE MD. 20705

6. APPROPRIATION, TREASURY ACCOUNTING SYMBOL (TAS) OR FUND TO BE REIMBURSED (If any)

7. FROM (Name and Address of Reporting Agency)
PENNSYLVANIA STATE UNIVERSITY
229 AG. ADMIN. BLDG. UNIVERSITY PARK, PA 16802

8. REPORT APPROVED BY (Name and Title)
PETEY WHEATSTRAW-APO

9. FOR FURTHER INFORMATION CONTACT (Title, Address, and Telephone Number)
JOHN DOE@psu.edu ADMINISTRATOR OFFICER
229 AG. ADMIN. BLDG. UNIVERISTY PARK. PA 16802   555-323-0202

10. AGENCY APPROVAL (If applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address, and Telephone Number)

FEPP-Coordinator (301) 504-1020 FEPP.Program@ars.usda.gov

12. GSA CONTROL NUMBER

13. LOCATION OF PROPERTY (If location is to be abandoned, give date)	14. REIMBURSEMENT REQUIRED?		15. AGENCY CONTROL NUMBER	16. SURPLUS RELEASE DATE
	YES	NO		
Same as block 7				

EXCESS PROPERTY LIST

FSC GROUP (a)	DESCRIPTION (b)	ITEM NUMBER (c)	COND (d)	UNIT (e)	NUMBER OF UNITS (f)	ACQUISITION COST PER UNIT (g)	ACQUISITION COST TOTAL (h)	FAIR VALUE % (i)
6625	Item Description: Switch Unit Make/Manufacture: Agilent Model: 34970A Serial Number: 9965223 Condition Code: 7 Asset ID# PP0005006977 Transfer Doc# 99 0 5665 72 Acquisition Date: 3/01/2012		7	ea	1	5,000.00	$5,000.00	
7110	Item Description: Desk Make/Manufacture: General Office Model Number: N/A Serial Number: N/A Condition Code: 7 Asset ID# N/A		7	ea	1	450.00	450.00	

GENERAL SERVICES ADMINISTRATION   (Use Standard Form 120A for Continuation Sheets)   STANDARD FORM 120 (REV. 10/2016)
Prescribed by (41 CFR) FMR 102-36.215

Supplemental Form – Reporting Vehicles

SUPPLEMENTAL FORM - REPORTING EXCESS FEPP VEHICLE (Describe all deficiencies)

University Name	Point of Contact	Telephone #
Email Address:		
Property Location Address City	State	Zip
Make	Model Year	Mileage
Vehicle Identification Number (Vin)	Acquisition Cost	
Transfer Order Number	USDA Asset Number	

-Body Style

☐ Pickup – 2 door	☐ Pickup – 4 door	☐ Utility	☐ SUV
		☐ Box	☐ Van
☐ Pickup – 3 door	☐ Heavy Duty	☐ Tractor	☐ Mini Van
		☐ Sedan	☐ Other

-Fuel Type: ☐ Gas ☐ Diesel   Transmission Type: ☐ Automatic ☐ Manual

-Color   Color Gradient: ☐ Light ☐ Medium ☐ Dark

-Condition Code:

☐ 1	New/Unused	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
☐ 4	Usable	Used property that is usable without repairs and most of its useful life remains.
☐ 7	Repairable	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
☐ X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical.
☐ S	Scrap	Material that has no value except for its basic material content.

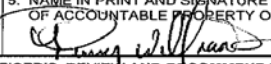Please check/list any special features and accessories:

☐ 4x4	☐ AM/FM radio	☐ Fabric interior	☐ Power Steering
☐ 4x6	☐ Anti-lock brakes	☐ Hub caps	☐ Power windows
☐ 6x6	☐ Anti-theft	☐ Intermittent wipers	☐ Rear defrost
☐ 4 Cylinder	☐ AWA	☐ Keyless entry	☐ Side packs
☐ 6 Cylinder	☐ Cassette	☐ Leather interior	☐ Sunroof
☐ 8 Cylinder	☐ CD player	☐ Manuals	☐ Tilt steering
☐ Airbags	☐ Cruise control	☐ Power brakes	☐ Tire chains
☐ Auxiliary gas tanks	☐ Crew Cab	☐ Power locks	☐ Towing package
☐ Air Conditioning	☐ Dual Wheels	☐ Power mirrors	☐ Utility body
☐ Alloy Wheels	☐ Extended cab	☐ Power seats	☐ Winch

List other vehicle features/accessories not list above

Please check/describe vehicle condition

☐ A/C Inoperable	☐ Electrical problems	☐ Headlights inoperable	☐ Starter bad-won't start
☐ Axel damage	☐ Exhaust system problems	☐ Keys missing	☐ Speedometer inoperable
☐ Battery(s) dead/missing	☐ Fire damage	☐ Parking lights inoperable	☐ Suspension problems
☐ Body damage, rust	☐ Flood damage	☐ Mechanical problems	☐ Transmission leak
☐ Brakes worn	☐ Fuel gauge inoperable	☐ Minor scratches	☐ Transmission repair required
☐ Dents, minor	☐ Interior damaged	☐ Odometer inoperable	☐ Visual blemishes
☐ Engine parts required	☐ Hazard lights inoperable	☐ Oil leaks	☐ Windshield cracked
☐ Engine repairs required	☐ Horn inoperable	☐ Radiator leak	☐ Wipers inoperable
☐ Engine smoke	☐ Frame damage		

AD-112-Unserviceable Property

U.S. DEPARTMENT OF AGRICULTURE **REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY**	PROPERTY REPORT NO. NIFA-112-0001-17	DATE 07/25/17

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

☑ Unserviceable   ☐ Lost or Stolen
☐ Obsolete   ☐ Cannibalized for parts
☐ Damaged   ☐ Destroyed
           ☐ Others

2. REPORTING ACTIVITY *(Show agency, unit and address)*

OHIO STATE UNIVERSITY
OARDC, 1680 MADISON AVENUE
WOOSTER, OH. 44691

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE *(Give present condition and estimated cost of repair)* B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS *(if lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)* D
1	John Deer Tractor, Model: JD1, S/N: 65589975 Condition Code: X	$4,500.00	Engine missing parts to significant rust throughout item.
1	HP Server, Model CXI-32, S/N: 995467 Asset ID# PP0004005654 Condition Code: X	$5,500.00	Server obsolete and will not accept upgraded firmware. Parts no longer available, will not hold power cords.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER *(signature)*	DATE 8-3-17

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

☐ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.

☐ b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.

☐ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

____ a. Property has no commercial value.

____ b. Health, safety, or security considerations require immediate abandonment or destruction.

____ c. Costs of care and handling exceed expected small lot sales proceeds.

____ d. Regulation or directive requires abandonment or destruction.

____ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	2. DATE
3. SIGNATURE OF WITNESS	4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*	2. DATE
3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*	4. DATE

AD FORM 112 (Rev. 3/94)   This form was electronically produced by National Production Services Staff

Date Posted:_____

PUBLIC NOTICE OF
ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY

NOTICE:

Notice is hereby given that the _____ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

- Item Name/Description: _____

_____

- FSC or NSN (Federal Supply Class or National Stock Number): _____

- Quantity: _____

- Condition: _____

- Total Acquisition Cost: _____

DONATION:

Beginning on _____, until close of business _____, the above property will be available for donation to public bodies. After this time, all remaining property will be abandoned or destroyed, in accordance with applicable Government disposal regulations.

SALE:

In addition to the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis. (**Note: Agency employees/family members are prohibited from participating in Public Notice Sales.**)

INSPECTION:

This property is available for inspection at _____ from to _____, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact:_____.

Sales Slip

UNITED STATES GOVERNMENT
SALES SLIP
SALE OF GOVERNMENT PERSONAL PROPERTY

SELLING AGENCY	DATE OF SALE
University of Vermont	**3/20/2017**

BUYERS NAME AND ADDRESS **Stowe, VT**	BY: *(Signature of Buyer)*
ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY:	DATE

ITEM OR LOT NO.	DESCRIPTION	PRICE
1	**Hunter Duct Heater**	**$17.00**
1	**Gas Generator**	**$26.00**
	Total Amount	**$43.00**

Excess to Disposal Transmittal

USDA

United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

Date

TO: APO/Program Coordinator Name:
        Name of University

Report Number:

ACTION	DESCRIPTION
	Excess reported to AAMS for 15-**day** USDA internal screening. If there are no requests within USDA, the report transfers to GSAXcess for **21-day** screening; and Sales action. Your office is responsible for maintaining accountability during the disposal cycle. **(Note: Please review ("Property Location" and "Property Custodian" to ensure information is correct. Immediately notify our office of any changes)**
	No Transfer Requests or Unsuccessful Sale. Property may be donated, abandoned, or destroyed <u>with a Public Notice.</u> The APO will (1) contact SASP for possible donation (2) post a Public Notice of intent to destroy Federal property including an offer to donate to a public body or sell; and (3) remove all decals/labels that identify item as Federal property. If property is sold, **checks must be made payable to the U.S. Treasury & forwarded with the AD-112** to the FEPP Coordinator: USDA-ARS-APD; 5601 Sunnyside Ave, Mail Stop 5118 Rm. Rm3-2110A; Beltsville, MD 20705. **If property is not sold, follow the disposal instructions below.**
	Unserviceable Excess may be donated, abandoned, or destroyed without a Public Notice. APO will (1) remove all decals/ labels that identify item as Federal property; (2) destroy property to prevent further use, (3) ensure that an individual without a direct tie to the property witnesses the destruction; (4) obtain APO & witness signatures in Section IV; and (5) return completed AD-112 to the FEPP.Program@ars.usda.gov
	List the name of the Public Body or How the Property Was Abandoned or Destroyed. Donated to: _____ Method of Abandonment and Destruction: _____ _____

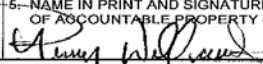**If you have any questions, please call 301-504-1020.**

_____   _____
Acting   Date
FEPP Coordinator

Administrative and Financial Management
George Washington Carver Center
5601 Sunnyside Avenue, Beltsville, MD 20705-5100
USDA is an Equal Opportunity Provider and Employer

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AD-112-Report Missing Property

U.S. DEPARTMENT OF AGRICULTURE **REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY**	PROPERTY REPORT NO.	DATE 07/26/17

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*	2. REPORTING ACTIVITY *(Show agency, unit and address)*
☐ Unserviceable ☑ Lost or Stolen ☐ Obsolete ☐ Cannibalized for parts ☐ Damaged ☐ Destroyed ☐ Others	UTAH STATE UNIVERSITY 4810 OLD MAIN HILL LOGAN, UT 77843

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE *(Give present condition and estimated cost of repair)* B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS *(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)* D
1	Copier Machine Xerox Mdl: CP3365, S/N: 8899551	$3,500.00	Property could not be located during physical inventory. We believe it was inadvertently disposed of with state recycling. It was not working at the time.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	DATE 8-3-17

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

☐ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.

☐ b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.

☐ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

___ a. Property has no commercial value.

___ b. Health, safety, or security considerations require immediate abandonment or destruction.

___ c. Costs of care and handling exceed expected small lot sales proceeds.

___ d. Regulation or directive requires abandonment or destruction.

___ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	2. DATE
3. SIGNATURE OF WITNESS	4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*	2. DATE
3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*	4. DATE

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Organizational Structure

1. Identify the members of the University's FEPP staff, including:

        (1) Accountable Property Officer
        (2) University Coordinator (if applicable)
        (3) Others

2. How many designated custodians does the University have and how are they selected?

3. How many designated screeners does the University have and how are they selected?

Reference Material and Training

4. Provide a copy of University Internal Procedures. How does the Program distribute procedures? What other reference material do you have available?

5. How does the APO train University FEPP staff, including screeners, in FEPP procedures and proper management of the Program?

6. Identify any additional training or support needed.

C. Property Receipt and Identification

7. Explain how the APO documents receipt of FEPP to designated custodians, including who signs the property receipt and updates property records.

8. Do custodians maintain property records?

9. Explain how the APO documents receipt of expendable property?

10. How does the University identify (label) FEPP?

11. Show your internal database to track FEPP?

12. How does the APO notify the FEPP Coordinator of acquisition discrepancies (items requested vs. items received)?

13. How does the APO handle special types of property, such as shelf-life items or hazardous   material, etc.?

D. Inventory Control

14. Explain how the APO reconciles the monthly transaction report.

15. Explain the process for conducting physical inventories, who performs the inventory and certifies its accuracy, etc.

16. How does the APO resolve inventory discrepancies with custodians?

17. Explain any problems or issues associated with the USDA physical inventory process.

E. Disposal

18. Explain how custodians report excess property or unserviceable property to the APO and who accounts for excess pending disposal?

19. What records does the APO maintain to document excess property passing through the reporting cycle and ensure timely processing?

20. Does the APO post a "Public Notice of Abandonment or Destruction" for items with an acquisition cost of $500 or more before disposal actions?

21. When excess is eligible for donation in lieu of abandonment and destruction, does the APO donate to eligible "Public Bodies"?

22. How does the APO resolve delinquent disposal requests?

23. How does the APO coordinate cannibalization requests with the FEPP Coordinator?

24. Does the APO and custodian/user receive adequate guidance and instructions regarding excess and the disposal process?

25. Explain any problems that occur when reporting/disposing of excess property.

F. Theft, Loss, or Damage

26. Has the University experienced any property theft, loss, or damage? How does the APO document incidents of property loss?

G. Motor Vehicles

27. How are FEPP vehicles assigned such as to a specific individual, program, or on an as needed basis?

28. How does the APO monitor FEPP vehicles for underutilization or overutilization? Does the University maintain dispatch records?

29. Explain how vehicles are safeguarded, specifically during nonworking hours?

30. Explain any problems that occur when assigning and using FEPP vehicles.

31. Explain any problems that occur when disposing of excess FEPP vehicles.

H. Oversight

32. How does the APO ensure custodians/users are aware of FEPP policies and procedures?

33. Does the APO issue reminders and instructions? (Provide samples of any internal guides, periodic newsletters, e-mails, property receipts, etc.)

I. Administrative Support

34. Do you feel you have adequate guidance and support from the FEPP Coordinator?

35. What additional assistance or information do you need from the FEPP Coordinator?

36. Any other comments

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