

## USA-FEPP Glossary including Commonly Used Acronyms

### # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#### #

"107" - USDA Form AD107 - Report of Transfer or other Disposition or Construction of Property - USDA Form utilized primarily for transfer of property within USDA activities.

"112" - USDA Form AD112 - Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property - USDA Form utilized to expedite Abandonment and Destruction action.

"120" - GSA Standard Form (SF) 120 - Report of Excess Personal Property- document used to report "Excess" items to GSA for screening purposes. Represented by a unique number made up of AAC for the reporting entity, the Julian date, and an item serial number.

"122" - GSA Standard Form (SF) 122 - Transfer Order - Excess Personal Property - document used to facilitate transfer of federal excess property from one federal entity to another issued electronically by GSA although occasionally a 'manual' (SF) 122 may be required for special circumstances..

"1348" - DoD Form 1348 - Issue Release/Receipt Document - used with military property located at Defense Reutilization and Marketing Offices (DRMO's). The DoD 1348 document is used within DoD/DRMS to facilitate the reporting of property from the DoD generator to the DRMO as well as provide information facilitating its transfer onto excess and donation customers.

4160 Screening Manual - Defense Materiel Disposition Manual - publication by DLA/DRMS intended to set forth DoD policy and prescribe uniform procedures for the disposition of DoD personal property.

#### A

AAC - Activity Address Code - -A unique six (6) digit code assigned by the Federal Supply Service (FSS) at the request of federal agencies to allow a federal agency, component of a federal agency, or a federal cost reimbursement contractor to order off of FSS Supply contracts.

Acquisition Cost - the original purchase price, i.e. historical cost, for an excess or surplus property item.

AD - Abandonment and Destruction - a disposal process used on federal property that may not be suitable for transfer, donation, or sales actions and/or may be required due to special circumstances.

AD112 - USDA (only) form used for Abandonment and Destruction Action.

Allocation - the transfer or donation of federal excess or surplus property to customers by GSA Area Property Officer. May include the "dividing" of property among multiple parties to ensure fairness in assignment.

APO - [GSA Area Property Officer](#) (formerly Area Utilization Officer) - GSA Official assigned to manage all reutilization and donation actions within a specific geographical area as well as serve RTD customers needs, offer guidance, answer questions, and provide general service.

ARD - Automatic Release Date - The date established by DRMS or GSA to indicate completion of the utilization screening period; i.e. the date that excess personal property becomes surplus personal property.

Area Property Officer - [GSA Area Property Officer](#) (formerly Area Utilization Officer) - GSA Official assigned to manage all reutilization and donation actions within a specific geographical area as well as serve RTD customers needs, offer guidance, answer questions, and provide general service.

Area Utilization Officer - Previous title for [GSA Area Property Officer](#) (formerly Area Utilization Officer) - GSA Official assigned to manage all reutilization and donation actions within a specific geographical area as well as serve RTD customers needs, offer guidance, answer questions, and provide general service.

ARS - [Agricultural Research Service](#)

AUO - Area Utilization Officer - Previous title for [GSA Area Property Officer](#) (formerly Area Utilization Officer) - GSA Official assigned to manage all reutilization and donation actions within a specific geographical area as well as serve RTD customers needs, offer guidance, answer questions, and provide general service.

## **B**

Blue Light Screening - a three day period at a DRMO following official federal and donation screening and prior to sales. During the Blue Light Screening period, any federal or state customer wishing to examine and transfer property available at the end of formal screening and before sales actions may do so i.e. last change for transfer or donation action.

## **C**

CC - [Condition Codes](#) - alpha, numeric, or combination code assigned to property indicating its physical condition.

CFR - Code of Federal Regulations

CONUS - Continental United States

Cost-reimbursable Codes - used by GSA to define status of excess and surplus property with regard to reimbursability, donability, and salability. In essence they identify the applicability/possibility of returned proceeds to the owning agency for excess items.

CREC - Cambria Regional Equipment Center

CSREES - [Cooperative State Research, Education, and Extension Service](#)

Cycles, screening - timeframes utilized to structure disposal of federally owned property making available to excess, donation, and sales customers.

## **D**

DEMIL - Demilitarization of property by cutting, mutilating, destroying, etc. to prevent further intended use of item(s).

DDRE - Defense Distribution Region East

DDRW - Defense Distribution Region West

Defense Turn-in Document - A "DTID" number is the "disposal serial number" attached to each piece of DRMS property. This number is 14 digits long (sometimes suffixed with a letter) and is the central reference number used for every transaction regarding a given item.

Disposal condition code - a numeric or alpha-numeric assignment to property indicating physical condition of item.

DLA - [Defense Logistics Agency](#) - the logistics combat support agency whose primary role is to provide supplies and services to America's military forces worldwide. Included within DLA's services is the disposal of military owned excess property via the Defense Reutilization and Marketing Service (DRMS).

DLIS -Part of Defense Logistics Agency, the [Defense Logistics Information System](#) provides information support regarding procurement, asset management, cataloging, stock numbers, transportation, etc. for military services. Some information tools are also available for Federal Civilian Agencies.

DoD - Department of Defense

[DoD 4160 Screening Manual](#) (PDF)- the DLA document/manual whose purpose is to set forth DoD policy and prescribe uniform procedures for the disposition of DoD personal property.

DODAAC - Department of Defense Activity Address Code - a 6-digit alpha-numeric assignment used to identify every DoD activity worldwide and assigned by the Federal Supply Service (FSS) to allow a DoD entity to order off of FSS Supply contracts.

DOE -Department of Energy

DOJ - Department of Justice

DOL -Department of Labor

Donation - the assignment of federal property to State Agencies for Surplus Property which has undergone excess screening and is no longer needed by federal activities. Title of property passes with the donation process.

DOS - Department of State

DOT - Department of Transportation

DRMO -[Defense Reutilization and Marketing Office](#) - individual field office under DRMS tasked with expediting disposal of DoD owned property within a given geographical area.

DRMS - [Defense Reutilization and Marketing Service](#) - division of Defense Logistics Agency tasked with worldwide disposal of Department of Defense property.

DTID - A "DTID" number is the "disposal serial number" attached to each piece of DRMS property. This number is 14 digits long (sometimes suffixed with a letter) and is the central reference number used for every transaction regarding a given item.

## **E**

Excess - term used to describe federal property at the beginning of its disposal process and available for "reutilization" within the federal community.

Exchange-Sale - one classification of cost-reimbursable codes assigned to excess property generated by federal agencies. Exchange-sale property is identified with a cost-reimbursable code of 4 or E and requires a fair-market reimbursement from the transferring activity upon receipt.

Expedited Screening - a special type of screening designed to reutilize or donate items within a shortened screening period based on special circumstances.

## **F**

FAA - Federal Aviation Administration

Fair Value - fair market value for an item of excess or surplus property that requires reimbursement to the owning entity upon transfer.

FAR -Federal Acquisition Regulations

FCA -Federal Civilian Agencies - federal departments, units, entities, etc. other than military.

Federal Excess Personal Property - any item -- other than real property -- purchased by a federal entity and available for transfer (reutilization) to another federal activity, activities with federal monies, or those with legislative authority to receive items from excess.

Federal Supply Service - a division of General Services Administration tasked with all matters related to support for procurement, marketing, property disposal, and other support activities for federal agencies and military to some extent.

FEMA - Federal Emergency Management Agency

FEPP - Federal Excess Personal Property - any item -- other than real property -- purchased by a federal entity and available for transfer (reutilization) to another federal activity, activities with federal monies, or those with legislative authority to receive items from excess.

FES - Front End Screening - a process in which DoD Supply managers are notified when specific items enter the DRMS property database (based on National Stock Number). Despite its name, Front End Screening is simply a notification that items of an particular NSN are on the DRMS inventory. FES does not constitute any type of freeze or transfer action within itself nor does it override standard freezing, tagging, or transfer processes.

Form 1348 - DoD Form 1348 - *Issue Release/Receipt Document* - used with military property located at Defense Reutilization and Marketing Offices (DRMO's). The DoD 1348 document is used within DoD/DRMS to facilitate the reporting of property from the DoD generator to the DRMO as well as provide information facilitating its transfer onto excess and donation customers.

Form AD107 - USDA Form AD107 - *Report of Transfer or other Disposition or Construction of Property* - USDA Form only utilized primarily for transfer of property within USDA activities.

Form AD112 - USDA Form AD112 - *Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property* -USDA Form utilized to expedite Abandonment and Destruction action.

Form SF120 - GSA Standard Form (SF) 120 - *Report of Excess Personal Property* - document used to report "Excess" items to GSA for screening purposes. Represented by a unique number made up of AAC for the reporting entity, the Julian date, and an item serial number.

Form SF122 - GSA Standard Form (SF) 122 -*Transfer Order - Excess Personal Property* - document used to facilitate transfer of federal excess property from one federal entity to another.

FOUO - For Official Use Only

FPMR - Federal Property Management Regulations

Freeze - an indication of interest in receiving excess or surplus property for an activity.

Freeze Quantity - the number of items frozen against a given property item.

FSC - Federal Stock Class - the first four digits of the National Stock Number. Federal Stock Classes are used for cataloging large groups of commodities by similar description.

FSG - Federal Stock Group - based on the same concept as the Federal Stock Class, FSG's are larger, even more broad groups of commodities. They are represented by the first two digits of the NSN and FSC.

FSS - Federal Supply Service - a division of General Services Administration tasked with all matters related to support for procurement, marketing, property disposal, and other support activities for federal agencies and the military.

## **G**

GSAxcess - General Services Administration (GSA) computer system for recording, tracking and controlling the nationwide inventory of excess and surplus property of the Federal government.

[GSA - General Services Administration](#)

GSA Control Number - internal number assigned to track excess and surplus property while within GSA processes.

## **H**

HAP - Humanitarian Assistance Program

## **I**

**ICP** - Inventory Control Point - physical location term used regarding storage, distribution, and inventory units within Defense Logistics Agency (DLA).

**Item Control Number** - internal number assigned to track excess and surplus property while within any given agency's disposal process.

## **J**

## **K**

## **L**

**LESO - Law Enforcement Support Office** - A unit of Defense Logistics Agency tasked with supporting law enforcement activities nationwide with use of federal excess property

**Location, warehouse** - physical storage area at a DRMO or other federal property holding activity.

## **M**

**Management Policy Division, GSA** - A division of General Services Administration that develops policy and regulations; serves as liaison with departments and agencies on policy, regulatory, and statutory matters affecting Federal personal property; and coordinates the Interagency Committee on Property Management (ICPM).

**Miles Rommey Achievement Award** - an award presented by General Services Administration yearly to federal agencies and staff members within for implementing innovative policies and practices in Personal Property Management.

**MILSTRIP** - Military Standard Requisitioning and Issue Procedures

**MOA** - Memorandum of Agreement

**MOU** - Memorandum of Understanding

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

**MTP - Management Policy Division** - A division of General Services Administration that develops policy and regulations; serves as liaison with departments and agencies on policy, regulatory, and statutory matters affecting Federal personal property; and coordinates the Interagency Committee on Property Management (ICPM).

Multiple Tagging - freezing or tagging of an item with an existing freeze already performed.

## **N**

NASA -National Aeronautics and Space Administration

NASASP - [National Association of State Agencies for Surplus Property](#)

National Utilization Officer - (NUO) - person at each federal agency tasked with managing all aspects relating to disposal, reutilization, donation, etc. for that agency.

Needs list - an informal listing of customers and items needed by such.

NIIN - National Item Identification Number - The last 9 digits of the National Stock Number (NSN); useful for submitting batch queries against the DRMS website.

NPMA - [National Property Management Association](#)

NSF -National Science Foundation - an independent U.S. government agency responsible for promoting science and engineering through programs investing in research and education projects.

NSN - National Stock Number - a 13-digit catalog number assigned to property as it is purchased by the federal government. The NSN is a primary piece of management information for federal property whether for acquisition, inventory, accounting, disposal, etc.

## **O**

OIG - Office of Inspector General

OMB - Office of Management and Budget

## **P**

PDO - Property Disposal Office - former name for DRMO (Defense Reutilization and Marketing Office)

Principal Investigator (PI) - The person who has prepared, submitted, and received approval for federal support, usually via an NSF project grant, for a work that he/she is contemplating or already performing. The PI is in charge of conducting the scientific research or science education as outlined in their federally approved grant proposal. The PI is also responsible for submitting the final report of the project grant to the federal agency upon completion of the project grant. Only project grants are eligible for assignment of FEPP. Travel and conference grants are not eligible for FEPP.

Program Officer - A federal grant awarding agency employee who is the counterpart of the PI in the scientific community (colleges, universities, and generally non-profit research institutions) who justifies to the Congress via OMB the amount of funding for scientific research/science education to be distributed for grants in a particular scientific or engineering discipline. The PO establishes peer review teams from the scientific community to review grant proposals submitted and determine those worthy of award by the federal agency in priority order. The PO reviews progress of accepted/funded proposals and accepts the PI's final report.

Project Grantee - The Principal Investigator for a project grant.

Project Grantee Institution - An institution receiving the award of a project grant from a federal agency.

Property Management Division (PMD) - A division of General Services Administration, Federal Supply Service (GSA, FSS) tasked with managing aspects of reutilization, donation, and sales of federally owned property.

## **Q**

## **R**

RCP - Recycling Control Point - A relatively new program concept under Defense Reutilization and Marketing Service and in use only at DLA Depots. Items available from the RCP program are only accessible via screening on the DRMS website i.e. there is no physical inspection. For the federal excess customer, at this writing, DRMS will provide shipping of items screened from the program to your activity (within the continental US).

Reimbursable codes - Cost-reimbursable codes are used by GSA to define status of excess and surplus property with regard to reimbursability, donability, and salability. In essence they identify the applicability/possibility of returned proceeds to the owning agency for excess items.

Report Number - Report Numbers are used on property reported to GSA on Form SF120 by federal agencies disposing of property. The report number acts as a unique serial number attached to items throughout the entire disposal process.

Reutilization - Use of federal property acquired through FEPP transfer.

RSC -Record Status Code - A code that indicates the property's current stage of processing and/or can reflect certain special conditions imposed on property, i.e., term contract, retail sales, pending DEMIL.

RTD - Reutilization/Transfer/Donation - A term used to describe the entire transfer/donation process for federal property i.e. all processed other than sales. Also

indicates person(s) at a DRMO tasked with servicing the federal and state customer, ex. RTD Specialist.

## S

[SASP - State Agencies for Surplus Property](#) - the administrative unit in each state tasked with acquisition, distribution, and overall management of federal "surplus" property for their respective state.

Screen - to search for and select excess or surplus property available from the federal government, whether it be generated by military or federal civilian agencies.

Screening Cycles - timeframes utilized to structure disposal of federally owned property making available to excess, donation, and sales customers. Usually, but not always, excess and donation timeframes are both 21 days in length.

SEA - Service Educational Activities - Organizations of special interest to the armed services and eligible to receive donations of surplus property. Only DoD surplus may be donated to SEA's. Surplus property generated by Federal civil agencies is not eligible for donation to SEA's.

SF - Standard Form

SF120 -Standard Form 120 - *Report of Excess Personal Property* - facilitates reporting of excess personal property items from federal owning entity to GSA for screening purposes. Represented by a unique number made up of AAC for the reporting entity, the Julian date, and an item serial number.

SF122 -Standard Form 122 - *Transfer Order for Excess Personal Property* - facilitates transfer of excess property from federal owning entity to new federal owning entity.

SF123 - Standard Form 123 - *Transfer order for Surplus Personal Property* - facilitates donation of surplus property from federally owning entity to a State Agency for Surplus Property.

SRD - Surplus Release Date - the end of the 21 day excess screening cycle and first day State Agencies for Surplus Property may request and receive items.

[State Agencies for Surplus Property](#) - the administrative unit in each state tasked with acquisition, distribution, and overall management of federal "surplus" property for their respective state.

Stevenson Wydler Act - The Stevenson-Wydler Technology Act allows federal agencies to donate excess research and scientific equipment to eligible organizations involved in the conduct of technical and scientific education and research activities.

Steward - a person or entity that manages financial assets for another party.

Supply condition code - Alpha-based indicator of physical condition of federal excess property.

Surplus - federally owned disposal property once it has passed the excess screening cycle and now available for donation to State Agencies for Surplus Property. Once items become surplus and are donated, title passes to the new owner and they are not longer federally owned.

## T

Transfer - the passing of assignment of accountability from one federal entity to another. The ownership of federal personal property is always with the Congress. Agencies are accountable to the Congress through OMB for their assigned property, whether it was obtained through procurement or by transfer of FEPP.

Transfer Order - hard copy document used to facilitate transfer of federal excess property from one federal entity to another.

## U

[USA - Users and Screeners Association](#)

Utilization - Use of federal property obtained through procurement.

## V

## W

Warehouse clearance - a special type of screening usually conducted by GSA on-site at a generating activity and designed to transfer and/or donate federal property within a shortened screening period.

Warehouse Location - physical storage area at a DRMO or other federal property holding activity.

## X

## Y

## Z

Zone, DRMS - large geographical areas assigned by Defense Reutilization and Marketing Service in which an number of DRMO's are grouped together and managed under one person/office (Zone Manager