

*Federal Excess Personal Property Program
Frequently Asked Questions*

FREQUENTLY ASKED QUESTIONS

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1. What is the 1862 Land Grant Federal Excess Personal Property Program?

Public Law 97-98 enables the National Institute of Food and Agriculture (formally CSREES) to loan Federal Excess Personal Property (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.

2. What is “Excess” property?

Excess is personal property no longer needed by a specific Federal Agency. The property is declared excess and reported to the General Services Administration (GSA) for transfer (reutilization) to other Federal, State, local governments, or eligible non-profit organizations.

3. What is “Surplus” property?

“Surplus” property is property no longer needed by the Federal government. It is property that was reported as excess by a specific agency to GSA. GSA was unable to transfer the property to another Federal customer. Surplus then becomes available for donation to State Agencies for Surplus Property or to sales.

4. Is excess property free?

Excess property is free. However, you are responsible for shipping costs, including packing, loading, and any costs directly related to preparing property for shipping.

5. Where does excess come from?

Most excess that Universities acquire is military property. However, excess property also comes from other Federal agencies.

6. Is it true that most excess property is “junk”?

Excess property is not junk and most excess property is in usable condition. The property may need minor repairs. There are many items that are in new/unused condition. You may use other property for parts to repair existing property.

7. How can I find out the true condition of excess property?

The best way to determine the true condition of excess property is to physically inspect the item or talk to someone in the owning agency that has knowledge of its true condition.

8. How can we find out if we are eligible to participate in the FEPP Program?

The following activities are eligible to participant:

- Cooperative Extension Services.
- Agricultural Experiment Stations.
- Schools of Forestry (McIntyre-Stennis Cooperative Forestry Program).
- Colleges of Veterinary Medicine.

9. What are the regulations that govern FEPP?

- Federal Management Regulations (FMR's) www.gsa.gov/personalpropertypolicy.
- Agriculture Property Management Regulations (AGPMR's) www.usda.gov/da/property/AGPMRTitle.htm.
- Tractor Book www.ars.usda.gov//afm2/divisions/apd

10. What kind of property can we acquire in the FEPP Program?

You may acquire most types of property except for the following items:

- 10 - Weapons
- 11 - Nuclear Ordnance
- 13 - Ammunitions and Explosives
- 14 - Guided Missiles
- 15 - Aircraft and Aircraft Components
- 18 - Space Vehicles

11. Who has responsibility for a University's FEPP Program?

The University's Administrative Head is directly responsible and accountable for FEPP on loan to their respective programs and must designate an Accountable Property Officer (APO) to serve as the liaison with the FEPP Coordinator. The following list identifies Administrative Heads:

- Director, Cooperative Extension Service,
- Director, State Agricultural Experiment Station,
- Dean, College of Veterinary Medicine, and
- Administrative-Technical Representative, School of Forestry.

12. What are the responsibilities of an Accountable Property Officer (APO)?

APO's designated by the Administrative Head assumes responsibility for the University's FEPP Program and must implement policies and procedures to ensure the proper use of all FEPP assigned to their programs.

13. Who are Screeners?

Screeners are University employees who can search available excess property through GSA and other Federal Agencies. Screeners should be knowledgeable of their internal program requirements.

14. Do you need authorization to screen FEPP?

Screeners must have a valid Screener's Identification Card to gain access to military bases and other Federal facilities. Screeners should also have access to USDA's and GSA's nationwide database of available excess property.

15. How do I obtain a Screener's Identification Card?

APO's must submit a passport size photograph of the perspective screener and the following information to the FEPP Coordinator:

- User's Name
- Telephone Number
- Fax Number
- E-mail Address

16. How can I find out what excess is available?

Use the following methods to find FEPP:

- GSA's automated excess personal property system (GSAXcess): www.GSAXcess.gov.
- USDA's Agency Asset Management System (AAMS) at www.GSAXcess.gov – select the AAMS-USDA link at the top of the page.
- Conduct on-site screening at Federal facilities including Defense Reutilization Market Office (DRMO) located at military installations. A list of DRMO's is available on GSAXcess www.drms.dla.mil.

17. Does GSA have oversight of all Federal Excess?

Federal Regulations require agencies to report most all excess property regardless of acquisition cost to GSA for reutilization and transfer. GSA provides oversight of all excess and has sole authority for authorizing transfers to Federal and State agencies, and eligible non-Federal recipients. However, GSA does not have oversight of USDA excess property that is available for internal screening in AAMS (see What is AAMS?)

18. What is GSAXcess?

GSAXcess is a "real time" system that allows Federal agencies to report excess and allows authorized users to search and select excess property for transfer. GSAXcess is available at www.GSAXcess.gov.

19. Do I need an access code and password to access GSAXcess?

To screen property in GSAXcess you must have an access code and password. To obtain access to GSAXcess, APO's must submit requests to the FEPP Coordinator with the following information:

- User's name
- Telephone number
- Fax number
- E-mail address

20. How do I receive my access code and password for GSAXcess?

GSAXcess automatically forwards an e-mail notification directly to the user with their access code and temporary password.

21. When does the screening period begin in GSAXcess and how long is excess available?

Screening begins when GSA receives an agency's report of excess. Property is available for 21 days.

22. How do I search for property in GSAXcess?

Access through www.GSAXcess.gov

- Select "Search and Select" link.
- Enter your search criteria (FSC, item control number, activity address code, description, state, etc.).

The system will display excess records that meet your search criteria. To view details of a specific record, click on the item description. The system will display detailed information regarding the items.

23. How do I select an item in GSAXcess?

To Select:

- Select "Item Control Number",
- Select "Add to Cart",
- Select "Quantity" (users cannot select a quantity greater than the number available),
- Enter contact person, university name, shipping address, and,
- Select "Check Out",
- Replace address that is automatically populated to your shipping information, and
- Select "Submit" to finalize.

24. What happens after I select the item?

After placing a selection request, you will receive an e-mail notification from GSAXcess confirming the select and a system generated form SF-122, Transfer Order Excess Personal Property.

25. What do I do after I receive my SF-122 from GSAXcess?

The APO must sign the certification statement on the SF-122 and fax or scan the request to the FEPP Coordinator at www.fepp.pictures@ars.usda.gov . After reviewing and approving your request, the FEPP Coordinator will forward the SF-122 to the appropriate GSA Area Property Officer for final approval.

26. How does GSA determine who gets an excess item?

GSA approves transfers requests from Federal agencies on a first-come-first-serve basis. If there are competing requests, GSA will consider such factors as national defense requirements,

emergency needs, energy conservation, equitable distribution, and transportation costs. GSA will forward an approved SF-122 authorizing you to pick up your items.

27. What should I do if I no longer want an item that I selected in GSAXcess?

It is extremely important to delete a selection in GSAXcess if you no longer want the item. To delete a selection access GSAXcess at www.gsaxcess.gov.

- Select “Delete Request”

The system will display records that have been “selected” by the user (identified by the User-ID). Users will:

- Identify the property by the item control number,
- Select the “selection box” next to the item, and
- Select “delete”.

Note: You may only delete the request on the day you select the item. After this day, to delete the request you must contact the GSA Area Property Officer listed on the SF-122.

28. What is AAMS?

USDA uses GSA’s Agency Asset Management System (AAMS), a module of GSAXcess, to report excess property for internal USDA screening prior to items becoming available for nationwide screening through GSAXcess.

29. Is property in AAMS available to all Federal agencies?

Only USDA agencies and their sponsoring activities have the opportunity to acquire excess in AAMS. After 15 days it becomes available in GSAXcess for transfers to other Federal agencies. Under FEPP, Universities may obtain USDA excess during USDA screening.

30. How do I get an access code and password to use AAMS?

User’s who have access to GSAXcess automatically have access to AAMS. Use your GSAXcess access code and password to access AAMS then select the AAMS-USDA link at the banner after logging onto GSAXcess. If you do not have access code and password for GSAXcess, APO’s must submit requests to the FEPP Coordinator with the following information:

- User’s name
- Telephone number
- Fax number
- E-mail address

31. How will I receive my access code and password for AAMS?

GSAXcess automatically forwards an e-mail notification directly to the new user with their user identification code and temporary password.

32. How long is excess available in AAMS?

Excess is available for transfer in AAMS for 15 days. If there are no requests during the USDA screening cycle property automatically transmits to GSAXcess for Federal and State screening. If you become aware of an item that you missed during the AAMS screening cycle you may acquire the item in GSAXcess.

[33. How do I search/acquire excess in AAMS?](#)

Access AAMS through www.GSAXcess.gov

- Select AAMS-USDA in the banner,
- Select “Search and Select” link, and
- Enter your search criteria (FSC, description, state, etc.). (FSC codes are available in the Tractor Book)

The system will display excess records that meet your search criteria. To view details of a specific record, click on the item description. The system will display detailed information regarding the items.

[34. How do I select an item in AAMS?](#)

To Select:

- Select “Item Control Number”,
- Select “Add to Cart”,
- Select “Quantity” (users cannot select a quantity greater than the number available),
- Replace approving official’s email address that is automatically populated to your email address,
- Enter contact person, University name, shipping address, and,
- Select “Check Out”.
- Replace address that is automatically populated to your shipping information, and
- Select “Submit” to finalize.

[35. What happens after I select the item?](#)

After placing a request, you will receive an e-mail notification from AAMS confirming the select and a system generated form SF-122, Transfer Order Excess Personal Property. Be sure to change the approving official email address to your address in to ensure that you receive the SF-122.

[36. What do I do after I receive my SF-122 from AAMS?](#)

The APO must sign the certification statement on the SF-122 and forward the form to the FEPP Coordinator at www.fepp.pictures@ars.usda.gov . After reviewing and approving your request, the FEPP Coordinator will forward the SF-122 to the appropriate USDA Agency for approval.

[37. Who approves AAMS acquisitions?](#)

USDA agencies are responsible for approving transfers of excess during the internal screening in AAMS. The reporting/owning agency is responsible for notifying the APO if the request is denied, such as competing requests, withdrawing excess for internal use, etc. GSA does not approve AAMS requests; the USDA’s FEPP Coordinator must approve AAMS requests.

38. What should I do if I no longer want an item that I selected in AAMS?

If you decide that you no longer want an item, you must to delete the selection request. As long as a request remains on an item it will not roll over into GSAXcess.

To delete a selection, access AAMS through www.GSAXcess.gov.

- Select AAMS-USDA link at the top of the page, and
- Select “Delete Request”.

The system will display records that have been “selected” by the user (identified by the User-ID). Users will:

- Identify the property by the item control number,
- Select the “selection box” next to the item, and
- Select “delete”.

The system will display the number of “selections” that have been deleted.

39. What is a DRMO?

Defense Reutilization Marketing Office’s (DRMO) are authorized to transfer excess property to activities authorized to screen and requisition military excess property through GSA. All excess property located at a DRMO is available for on-site screening and inspection. **However, APO’s must select all DRMO property in GSAXcess.**

Entry to a DRMO requires a valid Screener’s Identification Card.

40. What is RCP property?

Recycling Control Point (RCP) is DOD excess property stored in warehouse locations throughout the country. The RCP Program does not allow visitors in depot warehouses during the disposal process and screening is only available for screening in GSAXcess. Information concerning property descriptions and availability is limited to GSAXcess. All shipping and handling of RCP is free and shipped to the requestor.

RCP liaison contact names, telephone numbers, and e-mail addresses are available on the RCP homepage at www.drms.dla.mil/newrtd/html/rcp.html.

RCP includes most all Federal Supply Classes. A large volume of property is new and unused, including:

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

41. Are there any special requirements to select RCP property in GSAXcess?

Yes, a Supplementary Address Code (SAD) is required **only** when selecting RCP items in GSAXcess. The SAD is a six-digit Activity Address Code (AAC) that identifies the correct ship-to-address, since **the RCP Program ships property items directly to the user's location, and pays all shipping and handling costs.** Issuance and identification of SAD's is solely a Defense Reutilization and Marketing Service requirement. To obtain a SAD, contact Sarita Glass at sarita.glass@dla.mil (primary) or Kimberly Bartlett at Kimberly.Bartlett@dla.mil (alternate).

42. After GSA approves my request how long do I have to remove the property from the holding activity?

You have 15 calendar days to remove the property. If there are special circumstances and you need additional time, you must make prior arrangements with the holding agency.

43. How can I arrange to have the excess shipped to my facility?

The holding agency may agree to provide assistance in preparing the property for shipping. Users are required to pay the holding agency for any direct costs in preparing the property for shipment. Contact the holding agency to arrange shipping.

44. Is there a way to search for a specific item that is not currently available in AAMS/ GSAXcess?

You can use the AAMS/GSAXcess "Want List" application which allows the system to search for specific items for you. Users can search on specific search criteria such as, the Federal Supply Classification (FSC), a specific condition code, and/or particular states. Users may submit multiple requests and modify existing data as appropriate. The system will search each day's receipts to determine matches. Any time there is a match; users will receive an email notification listing the Item Control Number of the matching items. Users can view items to

determine if the item is acceptable and then select the item in GSAXcess. To submit an electronic "Want List", access GSAXcess:

- Select "Want List" under AAMS Menu or under GSAXcess, and
- Follow the field layout to submit specific search criteria.

Users "want list" information will stay active for 180 days unless the APO cancels the "want" request.

45. Can we acquire excess directly from another Federal agency without GSA approval?

You may acquire excess personal property directly from another USDA or federal agency without prior approval of GSA if the acquisition cost of the item does not exceed \$10,000 per line item. USDA' FEPP Coordinator must approve all direct transfer requests.

46. What are the procedures for a Direct Transfer?

For direct transfers within USDA, APO's must submit form AD-107, Report of Transfer or Other Deposition or Construction of Property. To acquire excess from other Federal agencies submit form SF-122. USDA's FEPP Coordinator must approve all direct transfers requests. Include the following information on the form:

- Item description,
- Manufacturer's name, model year, and serial numbers,
- Acquisition Cost,
- Condition Code,
- FSC Code, and
- NFC Asset Identification number (only for USDA excess).

Type the following certification on the form AD-107 or form SF-122. (The APO must sign the certification statement and fax or scan to the FEPP Coordinator at www.fepp.pictures@ars.usda.gov for approval)

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.

47. Can we acquire property for Cannibalization purposes?

APO's 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.

After receiving property, the APO must submit form AD-112 requesting cannibalization. Cannibalization is a form of disposal and property disposal regulations apply.

48. Does the FEPP Coordinator ever deny an acquisition?

If the FEPP Coordinator determines that the request is not appropriate for use in research and extension programs, the acquisition will be denied.

49. Can the FEPP Coordinator asked for an additional justification to determine the property's intended use?

To determine if the request is appropriate for research and extension programs, the FEPP Coordinator may ask for a written explanation of the intended use of the property.

50. Who maintains the official FEPP Property Records?

USDA's FEPP Coordinator maintains the official USDA FEPP property records that provide an audit trail and status of property items from receipt until final disposition.

51. Does the University have to maintain Property Records?

APO's must establish and maintain a database to help account for all FEPP including expendable property. The database must include:

- Item description,
- Custodian and property location,

- Acquisition Document Number (SF-122, AD-107),
- Acquisition date,
- Manufacturer name, year, model, and serial numbers,
- Acquisition cost,
- Federal Supply Code,
- NFC Asset Identification Number, (AG...)
- Disposition data, (such as Form SF-120 and AD-112 report numbers, dates, and other pertinent information to provide a complete audit trail), and
- Status of property (active, pending disposal, and completed disposal date).

52. Why do we have to return approved SF-122' and AD-107's?

To comply with USDA audit requirements, the official property files must contain copies of approved form SF-122's and AD-107's with appropriate signatures. APO's must forward approved SF-122's or AD-107's to USDA's FEPP Coordinator with updated information, such as:

- Accurate Item description,
- Manufacturer's name,
- Model and serial numbers, and
- Property that is unavailable or declined.

53. Why are Tracking Slips important?

Tracking slips establish an audit trail or chain of custody. APO's should develop tracking slips that includes a statement of responsibilities users must sign before accepting FEPP. Tracking Slip must contain the following information:

- Item description,
- Manufacturer's Name,
- Serial/Model Number,
- Acquisition Document Number (SF-122, AD-107),
- NFC Identification Number,
- Federal Supply Code,
- Condition Code,
- Custodian' name/telephone number,
- Property location/room number,

- University Property Identification Number,
- Custodian Signature, and
- APO Signature

54. Are we required to conduct a physical inventory?

USDA regulations require agencies to conduct a physical inventory of items with an acquisition cost of \$5000 or more every two years or when there is a change in APO's. The physical inventory process helps maintain accountability and custody of FEPP, shows an audit trail from property receipt to disposal, and identifies under-utilized or unneeded property.

55. What happens if we do not conduct an inventory?

Inventory compliance is a highly visible aspect of property management and failure to complete a physical inventory could result in losing your privileges to participate in the FEPP Program until the inventory is complete.

56. What are Monthly Transaction Reports?

Monthly Transaction Reports (MTR) provides APO's with a list of acquisitions, deletions, modifications, and transfers from the previous month's transaction. APO's should use this opportunity to update inventory records with our NFC Identification Number listed on the report. APO's must review the MTR for accuracy and note any discrepancies that appear on the report such as:

- Items declined, unavailable, or reduced quantities, and
- Accurate descriptions, and
- Manufacturer's name, missing model and serial number.

Returning the MTR is a mandatory requirement. Failure to complete the MTR could result in losing your privileges to participate in the FEPP Program until the report is complete.

57. Is it necessary to identify FEPP from University property?

All FEPP must be properly identified with prominently placed barcode labels, aluminum tags, etching, or other suitable method of identification. This will help to verify whether the property is owned by the University or by the Federal Government.

58. Do we have to maintain separate files for FEPP?

APO's must establish files that show a clear audit trail of acquisition to disposal, including physical inventories, transfers, and reports of excess or unserviceable property: The FEPP Coordinator recommends APO's establish a consolidated file for each individual stations/offices, maintaining all property activities by Federal fiscal year (October 1 – September 30). If possible, use a 6-part folder that provides a separate section for each property activity. Folders should contain:

- Acquisition/Transfer documents (SF-122 & AD-107) with appropriate signatures,
- Signed Tracking Slip,
- Current inventory,
- Excess reports (Form SF-120 & AD-112), and

- Transfer 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,
- Copy of SF-97, Certificate to Obtain Title to a Vehicle (if applicable),
- Maintenance/Operational records,
- AD-112's for 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.

59. What is the dollar threshold for reporting excess property to GSA?

Federal Management Regulations requires Federal agencies to report **most all** excess personal property to GSA for transfer or donation to eligible customers regardless of acquisition costs.

60. What are the requirements for reporting excess?

Report excess or unserviceable property on form SF-120 with the following information:

- University name and address,
- APO's signature (block 8),
- Point of contact, e-mail address, telephone number, and fax numbers,
- Property location,
- APO's address, e-mail address, telephone, and fax numbers,
- Federal Supply Code,
- Item description,
- Original acquisition cost,
- Manufacturer's name, model, and serial numbers
- Accurate Condition code,
- Acquisition document number and date, and
- NFC Asset Identification Number.

Include the following additional 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
- Air Conditioning

*GSA requires a 2-position "Body Style" when reporting vehicles. Include the following body style codes on form SF-120:

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

Provide detailed descriptive information 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.

61. What are condition codes?

Condition codes provide a true description of the property. Condition codes and descriptions are:

Condition Code	Definition
1	Excellent. Property in new/unused condition & can be used immediately without modifications/repairs.
4	Usable. Property shows some wear, but can be used without significant repair.
7	Repairable. Property which 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/rehabilitation is impractical or uneconomical.
S	Scrap. Property that has no value except for its basic material content.

62. What are the screening timeframes?

- AAMS - 15-day internal USDA screening.
- GSAXcess – 21-day GSA Utilization/Donation screening for all Federal, State, and local governments and GSA’s eligible non-profit organizations.
- Sales.

It takes a minimum of 60 days for excess to pass through regulatory screening and potential sales before property is eligible for disposal.

63. Do we have to provide a photograph when reporting excess?

GSA requires digital photos when reporting excess property. APO’s must submit pictures for:

- All items except items that are in scrap or salvage condition, and
- Non-consumable expendable items with an original acquisition cost of \$500 or more.

Submit photographs of the actual item reported. When reporting multiple items that are identical (the same manufacturer name and model number) and in the same condition code, submit a photograph of only one item with a note indicating that the photograph is representative of each item in the lot. For vehicles, include a photo of the exterior and interior of the vehicle and include pictures of all body damage.

64. What are the guidelines for submitting photographs?

Number each photo with the report’s corresponding line item number. For example, the photograph for the first item on the excess report will be line item 1A. If submitting more than one photo for an item, number the photos for line item 1A, 1B, 1C, line item 2A, 2B, 3C, etc.

- All photo files must end with “.jpg”,

- Submit any size photograph. GSAXcess displays the picture in a rectangular format at 600X400 pixels ,
- Show detail, let the item fill the entire frame, and
- Check lighting, avoid shadows and clutter.

Submit all photographs via e-mail to fepp.pictures@ars.usda.gov.

65. Are there exceptions to GSA’s excess reporting requirement?

The exception to bypassing GSA’s screening is unserviceable property. The FEPP Coordinator may bypass screening when:

- Health, safety, or security considerations require immediate abandonment or destruction,
- Written determination stating that the property has no commercial value,
- The estimated cost of continued handling exceed expected small lot sales proceeds,
- Regulation or directive requires abandonment or destruction, and
- Property is uneconomical to repair/not needed by another user and may be cannibalized for parts.

APO’s must provide written documentation that the property is beyond repair or uneconomical to repair. The documentation must include:

- List of the problems or repairs, and/or
- Estimate of repairs costs, including how the cost was determined.

66. How should I report unserviceable property?

Report all unserviceable property on form SF-120, Report of Excess Personal Property. After the FEPP Coordinator reviews the information and photographs, our office will determine the appropriate disposal action. If the item warrants bypassing screening the FEPP staff will prepare form AD-112 authorizing the APO to proceed with local abandonment or destruction.

67. Will we receive notification when an item is reported for screening?

After our office reports your excess property for screening, the FEPP staff will provide you with a print screen from AAMS verifying that we reported excess in AAMS, showing the assigned report number.

68. Do we need to track the screening process?

To ensure timely disposal of your excess property and help you monitor the process, you should develop a tracking procedure to record the screening process. To track screening, develop a tracking log for SF-120’s, and AD-112’s with report numbers, date reported, and excess release date such as:

Date Reported Report Number AAMS Release Date* Excess Release Date**

4/24/09	12315991140001	5/09/09	5/30/09
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5/15/09	12315991350001	5/30/09	6/15/09
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***Date internal screening completed in USDA – 15 days**

**** Date GSA screening completed – 21 days**

Consider filing your AD-112's and SF-120 in pending files for easy reference.

69. What is a Notice of Allocation from GSA?

When GSA allocates your excess property to another Federal or State agency you will receive an e-mail notification from GSAXcess informing you that the property was allocated. Do not release the property without a signed transfer order from GSA. After the property is removed forward a copy of the transfer order to the FEPP Coordinator.

APO's must notify the FEPP Coordinator and GSA's Area Property Officer if the donee/transferee does not remove the property within 14 days after allocation.

70. What happens if the property is not transferred or donated?

If there are no requests for transfer or donation during the screening cycle, GSA will determine the feasibility of conducting a sale. APO's will receive an e-mail notification from GSAXcess when screening is completed and the property is going to GSA sales.

71. What are GSA timeframes for selling property?

Most property is sold via GSA Auction at www.gsaauction.gov . The property is usually available for 7 to 15 days.

GSA will process the sales transaction and notify the University or the FEPP Coordinator of the sales results via e-mail. Do not release the property to a buyer without a signed GSA Purchaser's Receipt.

72. How long does the buyer have to pick up the property?

The buyer has 10 days to remove the property.

73. What happens if the buyer never calls or shows up to remove the property?

If the buyer does not remove the property within 10 days of award or make arrangements to remove the property, the APO must notify the FEPP Coordinator. The FEPP Coordinator will contact GSA stating that the buyer defaulted on the sale.

74. What happens if the buyer defaults or no bids were offered on the first sale?

GSA reserves the right to conduct another sale if no bids were received during the first sale or if the buyer fails to make payment or remove the property.

75. If the property is not sold may I just get rid of the item?

Universities may not dispose of FEPP without written permission from USDA's FEPP Coordinator. If GSA receives no bids during the sales process or elects not to sell the property, GSA will authorize the FEPP Coordinator to proceed with local disposition. The FEPP staff will prepare form AD-112 authorizing the APO to proceed with disposal through donation to a public body or abandonment or destruction of the property.

76. Why do we have to post a Public Notice?

Federal regulations require offices to post a Public Notice announcing the Government's intent to abandon or destroy the property with an acquisition cost greater than \$500. APO's must post a Public Notice for a minimum of 7 calendar days in areas available to the general public, such as a notice in the local newspaper, community bulletin board, and libraries, etc. The Public Notice must also include an offer to sell the property. If you sell the property, sales proceeds must be made payable to the U.S. Treasury.

77. Are there exceptions to posting a Public Notice?

You do not have to post a Public Notice if:

- Property has an original acquisition amount less than \$500; or
- Abandonment/destruction is required because of health, safety, or security reasons.
- Value of the cost of continued care/handling is greater than advertising for public sale, even as scrap is clearly uneconomical.

78. Can we donate the property to the local Boy Scouts?

Federal agencies cannot donate surplus property directly to nonprofit organizations. These organizations may purchase surplus property when you post a "Public Notice". The following organizations are not public bodies:

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

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

- Public libraries,
- Public Schools,
- Public Colleges and Universities, and
- Native American tribes and communities.

79. What should we do if we cannot donate or sell the property?

If you are unable to donate or sell the property, you can abandon or destroy the property. Common methods to abandon or destroyed property include crushing, burning, burying, scrap dealers, certified recyclers, or abandonment in place for large equipment. If you sell the property, sales proceeds must be made payable to the U.S. Treasury.

Ensure that a witness signs the AD-112 certifying that the property was actually destroyed.

80. What should we do if we have a theft or the property is damaged or destroyed?

Immediately report all thefts to local law enforcement authorities and the FEPP Coordinator. If property is damaged, stolen, or destroyed, APO's must investigate and submit form AD-112 including a detailed written explanation of the incident, police report, and the circumstances involved such as:

- When the item was last seen,
- Last known location of the property, and
- Employee's name to which the property was assigned.

81. Will the FEPP Coordinator ever conduct a review of our program?

The FEPP Coordinator conducts periodic personal property management reviews of University FEPP Programs to ensure compliance with all Federal and Departmental regulations, policies, and procedures.

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