



Federal Excess Personal Property Program

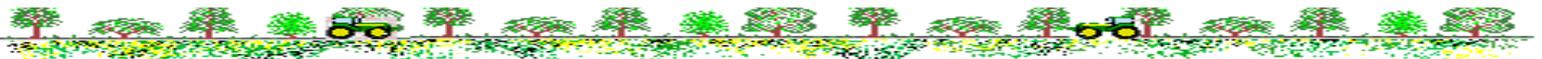
**FOR
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
1862 AND 1890 LAND
GRANT UNIVERSITIES**



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1. Introduction

This Handbook establishes Federal Excess Personal Property (FEPP) policy and defines the roles and responsibilities associated with participating in the FEPP Program. The Handbook addresses aspects of property management related to acquisition, inventory, utilization, accountability, cannibalization, and disposal.

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.

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.

3. Program Requirements

- Obtain prior approval from the FEPP Coordinator for all FEPP acquisitions, transfers, cannibalization, and disposals.
- Acquire FEPP for immediate and direct use in approved NIFA projects and programs.
- Provide additional justification for acquisitions at the request of the FEPP Coordinator.
- Follow USDA and Federal regulations for accountability, control, and disposal of FEPP.
- Report FEPP no longer needed for your program or unserviceable property.
- Ensure property records and supporting information is available for reviews.
- Never use FEPP for personal use. There are no exceptions.

Prohibited Property Classes

Property in the following Federal Supply Classes are prohibited for acquisition in the FEPP Program.

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

Regulations Governing FEPP

Federal Management Regulations (FMRs) - www.gsa.gov/personalpropertypolicy.

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

Tractor Book - www.afm.ars.usda.gov/property/excess.htm.

USDA FEPP Coordinator

- Provide oversight for the FEPP program.
- Develop property management policies and procedures for effective, accountability, control, and disposal of FEPP, including review and approval by the Branch Chief, Property and Support Services Branch, Acquisition and Property Division (APD) and Research, Education, and Economics (REE) program officials.
- Provide guidance, advice, and assistance to Accountable Property Officers (APO) on personal property management issues.
- Act as a liaison to APOs with the General Services Administration (GSA) and other Federal State agencies.
- Approve all acquisition, transfer, cannibalization, and disposal documents.
- Establish and maintain official inventory and property management files.
- Monitor FEPP inventory status.
- Reconcile physical inventories.
- Conduct field reviews to ensure compliance with applicable policies and regulations.

- Issue form SF-97, The United States Government Certificate to Obtain Title to a Vehicle, when appropriate.

State Administrative Head

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 or Technical Representative, School of Forestry.

See Exhibit – Sample Letter Designating Accountable Property Officer

Accountable Property Officer (APO)

The APO assumes responsibility for the University's FEPP program, including accountability and control of government property, in connection with approved NIFA projects and programs. APOs must implement policies and procedures to ensure the proper use of all FEPP assigned to their programs. APOs may select custodians to assist in these duties; however, APOs maintain full responsibility. APO responsibilities:

- Obtain prior approval for all acquisitions, transfers, modifications, cannibalization, and disposal of FEPP.
- Certify requests for FEPP are justified and used in connection with NIFA sponsored projects and programs.
- Designate and train screeners in the proper procedures and guidelines to acquire FEPP.
- Establish a database to maintain accurate and complete property records.
- Conduct biennial physical inventory and other inventories as appropriate.
- Return approved Standard Form SF-122, Transfer Order Excess Personal Property, or form AD-107, Report of Transfer or Other Disposition or Construction of Property, with appropriate signatures within required timeframes.
- Correct discrepancies on form SF-122 or form AD-107 if property is declined or unavailable.
- Review Monthly Transaction Reports for inventory accuracy, date, sign, and return with accurate property description, make, model, and serial number within required timeframes.
- Identify all FEPP using prominently placed decals or other suitable methods of identification.

- Provide adequate protection to secure FEPP against theft, damage, and misuse including property-awaiting disposition.
- Monitor FEPP on a continuous basis and reassign underutilized property, or request disposal instructions for unserviceable or property no longer needed.
- Investigate and report lost, damaged, stolen, or destroyed property.
- Dispose of property that is eligible for abandonment or destruction in a timely manner.
- Return transfer documents and Purchaser's Receipts promptly to FEPP Coordinator and appropriate GSA official.

Screeners

APOs may designate University employees to screen FEPP through GSA and other Federal agencies. APOs should select screeners that are knowledgeable of the University's program requirements. APOs must ensure screeners are aware of FEPP policies and procedures and only acquire excess that meets program needs.

Screeners must have a valid Screener's Identification Card to gain access to military bases and federal facilities. To obtain a Screener's Identification Card, APOs must submit a passport size photograph of the perspective screener and the following information to the FEPP Coordinator:

- User's name,
- Telephone number and fax number, and
- E-mail address.

The FEPP Coordinator will forward approved Screener's Identification Cards to the APOs for distribution. APOs must return Screener's Identification Cards for employees no longer employed by the university or cards that have expired to the FEPP Coordinator.

5. Accountability

FEPP is subject to accountability standards of USDA and Federal regulations, policies, and procedures. FEPP is on-loan to universities and title remains vested with USDA.

APOs must establish internal controls to ensure control of FEPP through proper receiving, storage and use, protection, and disposal procedures. APOs must distinguish FEPP from university/state property. Areas of concern include:

- Personal use of Government owned property,
- Stockpiling, warehousing, or unsightly bone yards, and
- Improper storage and adequate security.

APOs may assign items that have a high vulnerability to theft and misuse directly to individuals, such as:

- Laptop Cell Phones,
- Computers,
- Palm Pilots, and
- Pagers.

APOs must ensure that departing employees return these items when separating from the University.

Loaned and Expendable Property

The FEPP Program identifies property as loaned or expendable. Loaned property is property with an acquisition amount of \$5000 and above. Expendable property is property with an acquisition amount of \$4999 and below. Accountability for loaned or expendable property is equally important. Although expendable property is not a part of the official inventory process, APOs must keep these items under reasonable control to ensure proper accountability and follow USDA guidelines when disposing of this property.

Official FEPP Property Records

The FEPP Coordinator maintains the official USDA, FEPP inventory property records. The official property records provide an audit trail and status of property items from receipt until final disposition.

University Property Records

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

- Item description,
- Manufacturer name, year, model, and serial numbers,
- Custodian and property location,
- Acquisition document number (SF-122, AD-107 CSREES/NIFA number),
- Acquisition date,
- Acquisition cost,
- National Stock Number,
- NFC asset identification number, and

- Disposition 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 files that show a clear audit trail from acquisition to disposal. The FEPP Coordinator recommends establishing a consolidated file for each individual station or office.

Files 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-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.

See Exhibit – Vehicle Inspection List

File Retention Schedules

According to the National Archives General Records Schedule, maintain acquisition documents through the life cycle of the item. Ensure files contain copies of transfer orders for all active inventory items. Other retention schedules are:

GRS Number and Title	Details	Destroy Date
No 8 – Plant Equipment	Acquisition document of inventory item	Through Life Cycle of Item
	Inventory report	Maintain Current Copy
No. 4 – Disposal Records	Excess Records	3 years after disposal
	Sold under \$25,000 (includes all sales documentation)	3 years after payment
	Sold over \$25,000 (includes all sales documentation)	6 years after payment
	Transfers	2 years after transfer
No 10 – Motor Vehicles	General Correspondence	When 2 years old
	Maintenance records, service & repair	When 1 year old
	Accident Files, Investigative Reports	6 years after case is closed
	Release files relating to transfer, sale (SF97), or donation	4 years after vehicle leaves agency custody

Physical Inventory

USDA regulations require agencies to conduct a physical inventory every two years; and when there is an APO change. 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.

The FEPP Coordinator will provide APOs with a copy of their inventory. APOs must conduct the physical inventory following the guidelines below:

- **Physically verify** all property.
- Indicate items on-hand.
- Correct discrepancies in serial number, model number, or manufacturer’s name.
- Attach acquisition documents for loaned property with an acquisition cost of \$5000 and above that is not listed on the inventory.

- Report all missing items on form AD-112. Provide details surrounding the disappearance or damage to the item.
- Complete form SF-120 to report property that is excess or unserviceable.
- List custodian, room number, or other information to help locate property, and
- Sign, date, and return completed inventory with any appropriate forms to the FEPP Coordinator.

APOs must support notations such as *excess*, *scrapped*, or *no longer have* with appropriate documents.

The FEPP Coordinator will:

- Review the inventory package for all required documentation, and APO signature,
- Process documents to report excess, transfers, lost/stolen/damaged/destroyed and unserviceable property.
- Modify property records,
- Provide the APO with a reconciled inventory report.

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.

Departing/Replacing APOs

USDA regulations require **departing APOs** to conduct a physical inventory prior to leaving. 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 as soon as possible.

Property Receipt (SF-122 & AD-107)

To comply with USDA audit requirements, the official property files must contain copies of approved form SF-122 or form AD-107 with appropriate signatures. APOs must return GSA/USDA signed transfer documents to the FEPP Coordinator with updated information such as:

- Accurate Item description,
- Manufacturer's name, model and serial numbers, and
- Property was unavailable or declined as appropriate.

NOTE: Occasionally property officers at Federal installations will release quantities of FEPP that exceed the quantity originally authorized on form SF-122 or form AD-107. Remember all property that APOs accept in connection with a FEPP transaction remains USDA property.

Annotate any discrepancies between FEPP approved and FEPP received on form SF-122 or form AD-107 and return to the FEPP Coordinator.

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.

APOs must develop tracking slips that includes a statement of responsibilities users must 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),
- NFC asset identification 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 Report

Monthly Transaction Reports (MTR) provides APOs with a list of acquisitions, deletions, modifications, and transfers from the previous month's transactions. APOs should update university inventory records with our USDA asset identification number listed on the report.

APOs must review the MTR for accuracy and note any discrepancies that appear on the report such as:

- Items declined, unavailable, or reduced quantities.
- Property description, manufacturer's name, missing model and serial numbers.

APOs will receive the MTR no later than the 10th of the month and return the report by the date requested.

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

Listed below are the transaction codes identifying transactions that appear on the PROP report.

Transaction Code	Transaction Type
A26	Loaned property.
C35	Modify an existing property record.
D51	Property donated to a Public Body.
D53	Abandoned or destroyed Property
D54	Property sold as scrap by the university.
D55	Property sold other than scrap by the university.
D58	Transfer to another agency by agency.
D60	Property sold by GSA.
D62	Duplicate – delete duplicate record.
D66	Remove property record entered in error or item not received.
D67	Property transferred to a Federal agency by GSA.
D70	Property donated to a State agency by GSA.
R02	Reactivated property record previously placed in inactive status.

Identification of FEPP

APOs must properly identify all FEPP regardless of acquisition cost, whether loaned or expendable, with prominently placed barcode labels, aluminum tags, etching, or other suitable method of identification.

Protection and Maintenance of FEPP

APOs must maintain FEPP to the same standard as State/University owned equipment and implement maintenance procedures to keep FEPP in good standing.

6. Acquisition of FEPP

APOs should develop well defined acquisition plans to meet program needs and only acquire FEPP that meets those requirements.

After receiving approval of your acquisition, promptly contact the 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 FEPP Program. It is important to establish good working relationships with GSA Area Property Officers, military, and civilian agencies that dispose of excess property.

7. Sources of Acquisition

The General Services Administration - GSAXcess

Personal property items under the control of federal agencies, including the Department of Defense, become “excess” when the agency no longer needs the item. Federal Regulations requires agencies to report “most all” excess property regardless of acquisition cost to GSA for reutilization and transfer.

GSA provides oversight of all excess property and has sole authority for authorizing transfers to Federal and State agencies, and eligible non-Federal recipients. Excess reported to GSA is available for transfer in GSAXcess for 21 days. GSAXcess is a “real time” system that allows authorized users to search and select excess for transfer at www.GSAXcess.gov. Access to GSAXcess requires a user identification and password.

USDA Excess Personal Property

USDA uses GSA’s Agency Asset Management System (AAMS), a module of GSAXcess, to report excess for internal USDA screening for 15 days prior to items becoming available for nationwide screening through GSAXcess. During the internal screening period, USDA agencies and their sponsoring institutions have the opportunity to acquire excess before it becomes available in GSAXcess.

Request Access to GSAXcess/AAMS

APOs must submit requests for user access to GSAXcess to the FEPP Coordinator with the following information:

- User’s name,
- Telephone and fax number, and
- E-mail address.

The FEPP Coordinator adds users to the system. GSAXcess immediately sends the user an e-mail with their user identification and temporary password. Users are responsible for accessing the system and establishing a permanent password. GSAXcess automatically **deletes User ID’s for non-use within a 1-year period**. Users will receive an e-mail notification prior to GSAXcess deleting their user identification.

Existing GSAXcess users automatically have access to AAMS. Access AAMS through GSAXcess at www.GSAXcess.gov and select the AAMS-USDA link at the top of the page.

To ensure the integrity of GSAXcess/AAMS do not share ID’s.

Selecting Available Excess in GSAXcess/AAMS

Search. GSAXcess/AAMS allows users to search available excess on-line by a variety of search criteria:

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

- Select FSC listing, advanced or basic search link at the top of the page,
- View item for description,
- Select “quantity” (users cannot request a quantity greater than the number available),
- Add to cart if interested,
- Enter contact person, university name, shipping address,
- Replace shipping information that is automatically populated to your shipping information, and
- Submit transfer order request.

When user selects excess in GSAXcess:

- User receives an e-mail notification from GSAXcess confirming the selection,
- GSA allocates excess property to the user,
- User receives a system-generated form SF-122 from GSAXcess via e-mail.

APOs must sign the certification statement on system generated transfer order and fax or e-mail to fepp122@ars.usda.gov for approval.

Electronic Approval in GSAXcess

After receiving the approved SF-122 with the signed certification statement, the FEPP Coordinator will electronically approve all transfer orders in GSAXcess. The user and FEPP Coordinator will receive the GSA approved transfer order via e-mail from GSAXcess.

Selecting Available Excess in AAMS

When user selects excess in AAMS:

- FEPP Coordinator receives a system-generated form SF-122 via e-mail from AAMS.
- FEPP Coordinator forwards the SF-122 to the APO for approval.

APOs must sign the certification statement on system generated transfer order and fax or e-mail to fepp@ars.usda.gov for approval.

After receiving the approved SF-122 with the signed certification statement, the FEPP Coordinator will approve the transfer order and forwards to the appropriate USDA office for approval.

Deleting a Request

It is extremely important to delete an inadvertent selection or a selection no longer wanted. GSAXcess/AAMS displays records that have been “selected” by the user (identified by the User-ID).

Users will:

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

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

NOTE: It is extremely important to delete an inadvertent request or a request no longer wanted. AAMS will not forward an excess report to GSAXcess if there is a pending internal selection.

Using the AAMS/GSA Want List

AAMS/GSAXcess “Want List” application is a beneficial tool to help you find hard to locate items. Users may submit an electronic “want list” by selecting search criteria. Item name is a required field and all requests must have an item name. You may narrow the results by adding 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 day there is a match; users will receive an e-mail notification listing the Item Control Number of the matching items. Users can view items to determine if the item is acceptable. To submit an electronic “Want List”, access GSAXcess:

- Select “Want List” under AAMS Menu or GSAXcess
- Follow the field layout to submit specific search criteria.

User’s “want list” information will stay active for 180 days unless the APO cancels the “want” request.

Defense Reutilization Marketing Office (DRMO)

Department of Defense (DOD) policy is to reutilize/transfer excess property to activities authorized to screen and requisition excess property through GSA. Entry to a Defense Reutilization Marketing Office (DRMO) requires a valid Screener’s Identification Card. All excess property located at a DRMO is available for on-site screening and inspection. **However, APOs must select all DRMO property in GSAXcess.** APOs must arrange to remove all property from the DRMO within 14 calendar days after receiving approval from GSA.

DRMO screening cycles:

Stage 1	Accumulation Cycle One to Four Weeks	Incoming property is added in the accumulation cycle through the entire time it is at the DRMO.
Stage 2	DOD/ Federal Cycle	21 days – Only DOD and Federal agencies can select property during this cycle
Stage 3	Donation Cycle	21 days - Donation agencies have priority in this cycle. Federal agencies may screen during this cycle but will have no priority.
Stage 5	Public Sales	Universities may purchase property during this period if their procurement regulations permit.

The best property is available in the Accumulation and Federal cycles. Screeners should concentrate their efforts in these cycles. Screeners should monitor the DRMO calendar for the dates the cycles change to facilitate future visits. Screening property at the DRMOs is an excellent opportunity to see incoming property that will be available for future screening.

How to screen excess at a DRMO

Contact the DRMO to determine available screening days and times; some DRMOs only allow screening on specific weekdays. The Reutilization Specialist can help you plan and expedite your visit. A list of DRMOs with telephone number, addresses, etc. is available at www.drms.dla.mil or click on Contact Links on the GSAXcess banner.

Inspect items carefully to determine if the description and condition of the item are accurate. After you finish screening, the DRMO specialist will review your items to determine if the items are still available. **If the items are available, you must select your requests via GSAXcess.** Some DRMOs have computers accessible on-site to select your items in GSAXcess.

Recycling Control Point (RCP)

The RCP Program is coordinated through the RCP Program Office located within Defense Reutilization Marking Service (DRMS) Headquarters, in Battle Creek, Michigan. Under the RCP program, DOD stores excess property in warehouse locations throughout the country for screening via GSAXcess. The RCP program does not allow visitors in depot warehouses during the disposal process. Information concerning property descriptions and availability is limited to the DRMS homepage and GSAXcess. However, RCP liaisons are available at each depot for customer assistance. Liaison contact names, telephone numbers, and e-mail addresses are available on the RCP homepage at www.drms.dla.mil/turn-in/rcp.shtml.

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 SADs is solely a DRMS requirement. To obtain a SAD, contact Sarita Glass at sarita.glass@dlamail.mil (primary) or Kimberly Bartlett at Kimberly.Bartlett@dlamail.mil (alternate).

RCP includes almost all Federal Supply Classes, such as:

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

Direct Transfers

Federal agencies 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.

For direct transfers within USDA, APOs must submit form AD-107 or for Federal agencies submit form SF-122 to the FEPP Coordinator for approval. 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 (if applicable).

The following certification statement must be typed on the form AD-107 or form SF-122. The APO must sign the certification statement and forward to the FEPP Coordinator 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.

See Exhibit AD-107, for Direct Transfer

See Exhibit SF-122, for Direct Transfer

8. FEPP Disposal Procedures

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

Loaned and **expendable** are terms we use to define the criteria for the physical inventory process. These terms do not apply when reporting excess. Although property may be obsolete or excess to our needs, many Federal, State, and local agencies benefit from excess property.

Excess property is:

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

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

Reporting Excess

A good comprehensive description of available excess property is the best way to ensure its quick disposition. Inadequate or inaccurate descriptions results in follow-ups to obtain correct and necessary information, and delays the disposal process.

APOs must report excess or unserviceable property on form SF-120 with the following required information:

- University name and address,
- APOs signature (block 8),
- Point of contact, e-mail address, telephone and fax numbers,
- Property location,
- APOs e-mail address, telephone and fax numbers,
- FSC code,

- Item description,
- Original acquisition cost,
- Manufacturer's name, model, and serial numbers
- Accurate condition code,
- Acquisition document number and date, and
- USDA asset identification number.

Additional requirements 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.

*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 on the condition of the excess 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.

APOs may use the supplemental form to provide information the required information. Using the supplemental form does not bypass the requirement of submitting form SF-120 with the APO’s signature in Block 8.

Use the following condition codes that reflect the item’s true condition.

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 that 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.

Note: “Junk”, “Outdated”, or “Obsolete” are not valid condition codes and APOs must not consider these codes as unserviceable without supporting information.

Provide Photographs of Excess

GSA requires Federal agencies to submit digital photos of items when reporting excess property. APOs must submit pictures for property that meets the following criteria:

- All loaned 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. However, if you are 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.

Include photographs of the exterior and interior of the vehicle and include pictures of all body damage.

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 report will be line item 1A. If submitting more than one photo for an item, number the photos for line item 1, 1A, 1B, 1C, line item 2, 2A, 2B, 3C, etc.

Format: Only the .jpg, Joint Photographic Experts Group (JPEG), file extension is acceptable. All photo file extensions must end with “.jpg”.

Size: Submit any size photograph; however, GSAXcess displays the picture in a rectangular format at 600 X 400 pixels. For the best image, reporting activities should submit rectangular pictures.

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

Before Taking the Photograph:

- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true colors of the item(s). Avoid shadows and do not take photographs of vehicles inside a garage. When using a flash, avoid reflections on glass or mirrors.
- **Show detail.** Let the item fill the entire frame. If the brand name, manufacturer, or any other data is visible, include it in the photo. Take more than one picture to show different views, that is, the entire object versus sectional shots. It is important to remove tags from vehicles before taking photos. Do not show duct tape or other wrapping material used to hold multiples of the same item together.
- **Avoid clutter.** Remove anything in the background that distracts from the excess item. Ensure that photographs of people are not included. When taking a photo of an item that contains a mirror, ensure that no one's image is in the mirror.

After taking the photograph, it is important to balance the contrast and brightness, rotate the photograph to the correct position, and crop unnecessary background items.

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

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

See Exhibit SF-120, Report Excess Property

See Exhibit Supplemental Form to use with the SF-120

Exception to Reporting Excess for Screening

The exception to GSA's excess reporting requirement 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.

APOs must provide written documentation that the property is beyond repair or not economical to repair. The documentation must include:

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

Report all excess/unserviceable property on form SF-120. A review of the information provided on the SF-120 and photographs will determine the appropriate disposal action. If the item is unacceptable for screening the FEPP staff will prepare form AD-112 authorizing the APO to

proceed with local abandonment or destruction. (See **Abandonment and Destruction Section for disposition of unserviceable property**).

Track Screening Process

After entering excess in AAMS for internal USDA screening, the FEPP staff will provide APOs with a print screen from AAMS verifying the screening process and a copy of the SF-120 with the assigned report number.

To ensure timely disposal APOs should develop a tracking procedure to record the screening process. To track screening:

- Establish pending files for AD-112s and SF-120s.
- Develop a tracking log, with the SF-120 report number, date reported, and excess release date such as:

<u>Date Reported</u>	<u>Report Number</u>	<u>AAMS Release Date*</u>	<u>Excess Release Date**</u>
4/24/09	12315991140001	5/09/09	5/30/09
5/15/09	12315991350001	5/30/09	6/15/09

*Date internal screening completed in USDA – 15 days

** Date GSA screening completed – 21 days

Transferring Excess in GSAXcess

When excess clears USDA screening, the excess is available to all GSAXcess users. It is GSA’s responsibility to review/allocate/approve requests or provides disposal instructions to the FEPP Coordinator. When another agency selects your excess GSAXcess sends a system generated SF-122 to the APO.

- APOs will work with the requesting agency to finalize packaging and shipping,
- APOs will not release the property without a copy of the approved SF-122,
- APOs must forward the signed transfer document to the FEPP Coordinator/ GSA Area Property Officer, and
- APOs must notify the FEPP Coordinator/GSA Area Property Officer if the requesting activity does not remove the excess within 14 days from allocation.

GSA Administered Sales

If GSA does not transfer the property during the 21-day Federal/State screening cycle, APOs will receive notification from GSAXcess that the property is being reported to sales. **NOTE: 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 is going to sales.** GSA will review the excess and determine whether it is reasonable to conduct a sale.

Sales process is:

- GSA will send a confirmation notice to the Point of Contact listed in GSAXcess to verify property information prior to posting the property for sale, and
- GSA posts items for sale in gsaauctions.gov and collects sales proceeds.

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

APOs must obtain a signature from the buyer and forward the Purchaser's Receipt to the FEPP Coordinator and the GSA contact. APOs must notify the FEPP Coordinator and the GSA APO if the buyer does not remove the property within 10 days of award.

GSA reserves the right to conduct another sale if the sale results in no awards or the buyer fails to make payment.

Donation, Abandonment and Destruction

If GSA receives no bids during the sales process or elects not to sell the property, GSA will authorize our office to proceed with local disposition. The FEPP staff will prepare form AD-112 authorizing the APO to proceed with abandonment and destruction.

See Exhibit AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property

Public Notice

All FEPP with an original acquisition value of \$500 or more requires posting a Public Notice announcing the Government's intent to abandon or destroy the property. Post a Public Notice for a minimum of seven calendar days in areas available to the public, such as local newspaper, community bulletin board, and libraries, 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.

Also, include in the Public Notice an offer to sell the property. If the APO sells the property, the APO must complete a Sales Slip. All checks must be made payable to the U.S. Treasury. APOs must submit the signed AD-112, the Sales Slip, and sales proceeds to the FEPP Coordinator.

See Exhibit Public Notice

See Exhibit Sales Slip

Note: USDA regulations prohibit selling property to employees who used, were accountable for, or involved in determining its excess.

Exceptions to posting a Public Notice:

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

Donation to Public Bodies

In lieu of abandonment or destruction, APOs may donate surplus property to 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.

Federal agencies cannot donate surplus property directly to nonprofit organizations. These organizations can purchase surplus property when you post a “Public Notice”. Examples are:

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

Abandonment or Destruction

Common methods to abandon or destroyed property include crushing, burning, burying, scrap dealers, certified recyclers, or abandonment in place for large equipment. 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.

Note: Do not abandon or destroy property in any manner that is harmful to the environment. Follow all applicable Federal, state, and local environment laws.

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 submit form AD-112 requesting cannibalization. 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 the FEPP Coordinator. If property is damaged, stolen or destroyed APOs must investigate the incident and submit a form AD-112 including a detailed written 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
- Employee's name to which the property was assigned.

9. FEPP Program Reviews

The USDA, ARS, FEPP Coordinator conducts periodic personal property management reviews of University FEPP Programs to ensure compliance with all Federal and Departmental regulations, policies, and procedures. During these reviews, we also analyze the effectiveness of

FEPP policies and procedures. Our goal is to assist the University to improve their FEPP property management operations. 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 visual inspection of FEPP property.** To help simplify the Q&A phase, we have enclosed a copy of the questions. However, Universities will not provide written answers to the questions. We will discuss these questions with you in an open dialog format.

Phase 2: File Review: The file review includes a review of APO files, internal property management correspondence, and policy statements, and courses of actions on various issues. The file review primarily targets inventories, acquisitions, transfers, and the disposal process. This phase helps to ensure compliance with appropriate policies and procedures and determine how the University's FEPP Program 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 – Review Questions

10. Users and Screeners Association

The Users and Screeners Association (USA) is an independent group of Federal agencies, cost reimbursement contractors, project grantees, government corporations, Federal cooperators from land grant universities, and others. USA is a unique blend of screeners who are looking to acquire 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 Federal concerns. USA-FEPP members have access to a variety of resources, policy and operations information, screening and acquisition tools, reference materials, and contact information required to maximize their reutilization potential. Many of these items are located on the USA - FEPP website <http://www.usa-fepp.org/>

- Searchable directory of over 500 Users and Screeners of Federal excess personal property including names, agencies, addresses, phone, fax, and clickable e-mail addresses.
- An interactive Forum where members and visitors can interact and exchange information regarding FEPP issues, equipment available, equipment needed questions, ideas, etc.
- A "Frequently Asked Questions" section, which addresses over 75 common questions relating to Federal Excess Property topics

- A Glossary of commonly used terms and acronyms used within FEPP programs every day
- A Resource and Reference section including numerous links on the web related to FEPP issues, downloadable forms, downloadable FSC listing, links to DRMO site information, direct access to the FEDS screening system, and information on the Recycling Control Point (RCP) program. Even links to travel, weather, and transportation resources are included

There are two ways 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 welcome and encouraged to use the USA-FEPP website.

11. 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.

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.

Cooperative State Research, Education, and Extension Service - CSREES

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 Reutilization and Marketing Service (DRMS) – agency responsible overall reutilization, transfer and disposal of Department of Defense excess property.

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

Demilitarization (DEMIL) – destroying the military capabilities in certain types of equipment.

Department of Defense – (DoD)

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 – property that is no longer needed by Federal agency.

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 were to be sold in a public sale.

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 2 digits of National Stock Number.

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

Federal Management Regulations – FMR

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 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 Activity Report – monthly listing of property transactions.

National Association of State Agencies for Surplus Property (NASASP)

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)

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.

Select – the process of reserving a property item.

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

Stevenson Wylder Technology Act - allows federal agencies to donate excess research and scientific equipment to eligible organizations involved in technical and scientific education and research activities.

Supplementary Address Code - six-digit Activity Address Code (AAC) that identifies the correct ship-to-address when selecting RCP items.

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

Surplus Release Date (SRD) - the date when Federal screening has been completed and the excess property becomes surplus.

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

Users and Screeners Association (USA)

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

12. Exhibits

Designation of Accountable Property Officer Letter

Federal Excess Personal Property Tracking Slip

Vehicle Inspection Checklist

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

SF-122 – Transfer Order Excess Personal Property

SF-120 – Report of Excess Personal Property

Supplemental Form – Report of Excess Personal Property

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

Public Notice

Sales Slip

FEPP Review Questions

University Letterhead

Address

Date:

Subject: Designation of Accountable Property Officer

To: FEPP Coordinator
1400 Independence Avenue, SW
Mail Stop 0311
Washington, DC 20250

From: Stanley Garnett
Director, Agricultural Experiment Station
College of Agriculture and Life Science
University of Vermont

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

I would like to appoint Dr. Barbara Wilson as the University Accountable Property Officer. 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.

FEDERAL EXCESS PERSONAL PROPERTY TRACKING SLIP	
DEPARTMENT/STATION	
CITY/STATE	
DATE	
Item Description	
Custodian	
Location of Property	
Manufacturer	
Model/Serial Number	
Acquisition Document Number	
Acquisition Amount	
NFC Identification Number	
University Control Number	
FSC Code	
Condition Code	

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**

Vehicle Inspection Check List			Vehicle	Tag No.	Mileage
Instruction: Retain the original in the 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	
2. Belts, Fans, Alternator, Power Steering			\$	36. Headlights, Alignment	Code
3. Water Pump			\$	37. Taillights, Back-Up Lights, Stop Lights	Repair Estimate
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 ¼ 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	<input type="checkbox"/> Yes <input type="checkbox"/> 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	

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311	REPORT OF EXCESS PERSONAL PROPERTY	1. REPORT NO.	2. DATE MAILED	3. TOTAL COST \$
---------------------------------------------------------------------------------------	---------------------------------------------------	---------------	----------------	-------------------------

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	a. ORIGINAL	c. PARTIAL W/D	(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 Washington, DC	6. APPROP. OR FUND TO BE REIMBURSED (if any)
------------------------------------------------------------------------------------------------------------	----------------------------------------------

7. FROM (Name and Address of Reporting Agency) University of Vermont Burlington, VT	8. REPORT APPROVED BY (Name and Title) <i>Richard Jackson</i> Richard Jackson, APO
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9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) Barry Swisher, Farm Manager 802-757-0288 B.Swisher@VT.edu	10. AGENCY APPROVAL (if applicable)
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11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) FEPP Coordinator (202) 401-1106 Lana.Podielsky@ars.usda.gov	12. GSA CONTROL NO.
--------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

13. FSC GROUP NO. 2320	14. LOCATION OF PROPERTY (If location is to be abandoned give date) Agricultural Experiment Station Stowe, VT	15. REIM/REQD YES NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
---------------------------	---------------------------------------------------------------------------------------------------------------------	-------------------------	------------------------	--------------------------

18. EXCESS PROPERTY LIST				ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	PER UNIT (f)	
	Item Description: Truck, Pickup Make/Manufacturer: Ford Model/Year: F-150 1999 Serial/Vin Number: 1B7JC340679682 Mileage: 84,268 Transmission Type: Manual Drive Type: 4 Wheel Number of Cylinders: 8 Color/Gradient: Dark Blue Power Steering: Yes Power Brakes: Yes Air-Conditioning: Yes Condition Code: 7 Acquisition Document Number: CSREES-097-02 NFC Asset ID Number: AG0003278469 Needs new starter, battery, and tires. Windshield has small crack.	7	ca	1	19,626.00	19,626.00

REPORT OF FEDERAL EXCESS PERSONAL PROPERTY - SUPPLEMENTAL FORM	
Property Location	Telephone Number
Point of Contact:	Telephone Number
Email Address	Fax Number
APO	Telephone Number
Email Address	Fax Number
FSC Number	Item Description
Transfer Order Number	Acquisition Cost
Manufacturer	Model Number
Serial Number	NFC ID Number
VEHICLES	
Make	Color
Year	Model Number
Vin/Number	Mileage
Transmission Type <input type="checkbox"/> Manual <input type="checkbox"/> Automatic	Fuel Type <input type="checkbox"/> Gas <input type="checkbox"/> Diesel
Air-conditioning <input type="checkbox"/> Yes <input type="checkbox"/> No	
Power Steering <input type="checkbox"/> Yes <input type="checkbox"/> No	
Power Brakes <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Cylinders <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8	
Drive Type <input type="checkbox"/> Ft Wheel <input type="checkbox"/> 4 Wheel <input type="checkbox"/> Other/All All Wheel	
Body Styles	
<input type="checkbox"/> S2: Sedan, 2 door <input type="checkbox"/> S4: Sedan, 4 door <input type="checkbox"/> CO: Coupe <input type="checkbox"/> HA: Hatchback	
<input type="checkbox"/> WA: Station Wagon <input type="checkbox"/> SU: SUV <input type="checkbox"/> VA: Van <input type="checkbox"/> MV: Mini-Van	
<input type="checkbox"/> AM: Ambulance <input type="checkbox"/> BU: Bus <input type="checkbox"/> P2: Pickup, 2 door <input type="checkbox"/> P3: Pickup, 3 door	
<input type="checkbox"/> P4: Pickup, 4 door <input type="checkbox"/> HD: Heavy Duty <input type="checkbox"/> UT: Utility <input type="checkbox"/> BO: Box <input type="checkbox"/> TR: Tractor	
<input type="checkbox"/> OT: Other	
CONDITION CODES	
<input type="checkbox"/> 1 - Excellent - new/unused condition & can be used immediately without modifications/repairs	
<input type="checkbox"/> 4 - Usable - shows some wear, but can be used without significant repair	
<input type="checkbox"/> 7 - Repairable - unusable in its current condition but can be economically repaired.	
<input type="checkbox"/> X - Salvage - has value in excess of its basic material content but repair/rehabilitation is uneconomical.	
<input type="checkbox"/> Scrap - no value except for its basic material content.	

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i> <input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		<input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i> University of Vermont 106 Merrill Hall Burlington, VT	
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3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY <i>(Or property no.)</i> A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D
	Item Description: Icemaker Make Manufacturer: Hoover Model Number: KM-234 Serial Number: 1286R7 Acquisition Document Number: CSREES-021-01	499.00	Icemaker no longer makes ice and parts are unavailable.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		DATE
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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
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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
<i>[Signature]</i>	9-18-09

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
<i>[Signature]</i>	10/2/09
3. SIGNATURE OF WITNESS	4. DATE
<i>[Signature]</i>	10-2-09

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>	2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(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).)</i>	4. DATE

PUBLIC NOTICE

ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY

NOTICE

Notice is hereby given that the **University of Vermont** proposes to initiate abandonment or destruction procedures for the following surplus government property.

Item
name: **Air Compressor**

General Description: **Gas engine**

FSC or
NSN: **3416**

Quantity: **1**

Condition: **Rusted, bad motor**

Original Acquisition
Cost: **\$1,500.00**

DONATION:

Beginning on **4/6/2009** until close of business **4/13/2009** 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:

Notwithstanding the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of this property to any interested parties on a first-come, first-served basis.

INSPECTION:

This property is available for inspection at **423 Ag Center Road**
From **8:00 AM** to **3:30 PM** Monday through Friday, excluding holidays. Interested parties are invited to contact **Judith Palmer** at **802-656-6796**
INSPECTIONS ARE BY APPOINTMENT ONLY!!! NO EXCEPTIONS.

UNITED STATES GOVERNMENT
SALES SLIP
 SALE OF GOVERNMENT PERSONAL PROPERTY

SELLING AGENCY		DATE OF SALE	
University of Vermont		3/20/2009	
BUYERS NAME AND ADDRESS Stowe, VT		BY: <i>(Signature of Buyer)</i>	
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	

FEPP Review Questions

Organizational Structure

1. Identify the members of the University's FEPP staff, including:
 - (1) Accountable Property Officer
 - (2) University Coordinator
 - (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. What reference materials are available to the University's FEPP staff and have you developed any internal guides or procedures?
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, if 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 expendable property?
10. How does the University identify (label) FEPP?
11. What type of internal database does the University use 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, such as 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 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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