1862 Federal Excess Personal Property Program Guide

FOR
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
1862 LAND-GRANT UNIVERSITIES

ADMINISTERED BY:
AGRICULTURAL RESEARCH SERVICE
ADMINISTRATIVE AND FINANCIAL MANAGEMENT
ACQUISITION AND PROPERTY DIVISION
PROPERTY AND SUPPORT SERVICES BRANCH

Copies available at USDA: https://www.afm.ars.usda.gov/property/
USA-FEPP: http://www.usa-fepp.org/
FEPP Program Staff

Main Office Number: 301-504-1020

Program Email Addresses:
- Transfer Orders: FEPP122@ars.usda.gov
- Monthly Transaction Reports, Inventories, Excess, Unserviceable: FEPP.Program@ars.usda.gov

Mailing/Overnight Address:
USDA, ARS, APD, PSSB, Stop 5118
5601 Sunnyside Avenue, GWCC, Rm. 3-2110
Beltsville, MD 20705

Primary Staff:
Marvin Ballard
Property Technician
301-504-1130
Marvin.Ballard@ars.usda.gov

Perry Williams
Property Management Specialist
301-504-1047
Perry.Williams@ars.usda.gov

Cheryl Brumback,
Acting FEPP Coordinator
301-504-1096
FEPP122@ars.usda.gov
Cheryl.Brumback@ars.usda.gov

Secondary Staff:
Elisa.Dawdy@ars.usda.gov
Renee.Utt@ars.usda.gov
# TABLE OF CONTENTS

1. **Introduction** ............................................................................................................................... 6

2. **Legislative Authority** ................................................................................................................ 6
   - USDA/ARS FEPP Coordinator Responsibilities ................................................................. 7
   - University Programs ..................................................................................................................... 7
   - Responsibilities of the University’s Administrative Head ..................................................... 8
   - APO Responsibilities .................................................................................................................... 8
   - Responsibility of University FEPP Screeners ............................................................................ 9
   - Regulations Governing FEPP ....................................................................................................... 9

4. **Prohibited Property Classes or Types** ................................................................................... 9
   - Reimbursable or Exchange/Sale Property .................................................................................. 10

5. **Accountability and Control** ................................................................................................... 11
   - Loaned and Expendable Property ............................................................................................ 12
   - Official FEPP Property Records ............................................................................................... 12
   - Electronic Database of FEPP ...................................................................................................... 12
   - File Management ....................................................................................................................... 13
   - File Retention Schedules .......................................................................................................... 13
   - Physical Inventory ...................................................................................................................... 14
   - Departing/Replacing APOs ........................................................................................................ 15
   - Tracking Slips ............................................................................................................................. 15
   - Monthly Transaction Report (MTR) ........................................................................................... 16
   - Identification of FEPP ............................................................................................................... 16
   - Protection and Maintenance of FEPP ....................................................................................... 16

6. **Acquisition of FEPP** .............................................................................................................. 17

7. **Sources of Available Excess** .................................................................................................. 17
   - USDA Excess Personal Property ............................................................................................. 17
   - GSAXcess - Nationwide database of all Federal Property GSAXcess ....................................... 18
   - Recycling Control Point (RCP) Property .................................................................................. 18
   - Defense Logistics Agency (DLA) ............................................................................................ 19

8. **Requesting Access to AAMs/GSAXcess** .............................................................................. 19
   - University- Shared Access ......................................................................................................... 20
9. How to Search and Select in AAMs/GSXcess ................................................................. 20
   Using the Want List ............................................................................................................ 21
   AAMS (USDA) .................................................................................................................. 22
   Deleting Requests ............................................................................................................ 23

11. Direct Transfers ............................................................................................................ 24

12. FEPP Disposal Process ................................................................................................. 24
   Determining Whether to Report as Usable or Unserviceable ............................................ 25
   Condition Codes ............................................................................................................... 25
   Screening Timeframes ..................................................................................................... 26
   Reporting Excess Property .............................................................................................. 26
   Additional Requirements When Reporting Vehicles ......................................................... 27
   Provide Pictures of Excess ............................................................................................... 27
   Tips for Taking Pictures .................................................................................................. 28
   Exception to Reporting Excess for Screening ................................................................. 28
   Reporting Unserviceable Property .................................................................................. 29
   Reviewing Unserviceable Requests ................................................................................. 29
   Track Screening Process ................................................................................................. 30
   Allocating FEPP Excess in AAMS .................................................................................. 30
   Excess FEPP in GSXcess ................................................................................................. 30
   GSA Sales Process ............................................................................................................ 31
   Donation, Abandonment, and Destruction (Including Recycling) ..................................... 32
   Exceptions to the Public Notice ........................................................................................ 33
   Donation to Public Bodies ............................................................................................... 33
   Abandonment or Destruction .......................................................................................... 34
   Cannibalization ............................................................................................................... 35
   Lost, Damaged, Stolen, or Destroyed Property ............................................................... 35

13. FEPP Program Reviews ................................................................................................. 35

14. Users and Screeners Association ................................................................................. 36

15. Glossary, including Commonly Used Acronyms .......................................................... 36

12. Exhibits ......................................................................................................................... 41
   FEPP Guidance Certification .......................................................................................... 42
   Designation of APO ......................................................................................................... 43
1. Introduction

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

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

APOs will review the guidance and provide copies of this document to their program staff as appropriate. The APO will provide certification that University internal procedures comply with these requirements and processes.

See Exhibit A-FEPP Guidance Certification

2. Legislative Authority

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

- The Smith-Lever Act,
- The Hatch Act of 1887,
- The McIntire-Stennis Act of 1962, and
- The research and extension programs authorized by sections 1433, 1434, 1444, and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act 1997.

Eligible Activities

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

- Cooperative Extension Services,
- Agricultural Experiment Stations,
- Schools of Forestry (McIntyre-Stennis Cooperative Forestry Program), and
- Colleges of Veterinary Medicine.
The authority for this program includes 1890 schools. However, 1890 schools primarily participate in USDA’s FAIR Act. They receive title under this Act.

3. Program Responsibilities

This section will help clarify the overall responsibilities of the FEPP Coordinator, the University Program and managers.

**USDA/ARS FEPP Coordinator Responsibilities**

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

**University Programs**

The University Program must:

- Comply with USDA and Federal regulations as stated in this reference,
- Acquire assets for immediate and direct use in approved NIFA projects and programs.
- Ensure property records and supporting information is available for review.
- Use Federal assets for official business. USDA prohibits FEPP for personal use or use outside eligible activities.
Responsibilities of the University’s Administrative Head

The University’s Administrative Head is directly responsible for the Program and designating an APO to serve as the liaison with USDA’s FEPP Coordinator. Administrative Heads are:

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

See Exhibit B- Sample Letter Designating Accountable Property Officer.

APO Responsibilities

The APO manages the Program. APOs may select program coordinators or custodians to assist in these duties. However, the APO maintains full responsibility. Responsibilities include:

- Establish written internal policies and procedures that comply with USDA (Tractor Book) and Federal regulations.
- Obtain prior approval for all acquisitions, transfers, modifications, cannibalization, and disposal of FEPP.
- Designate and train screeners in FEPP procedures and guidelines.
- Request system access for screeners to search/select available excess property; and request termination of system access for screeners who leave the program.
- Establish an internal database to maintain accurate and complete FEPP property records.
- Maintain FEPP files that show a clear audit trail from acquisition to disposal. Files are subject to review.
- Conduct biennial physical inventory and other inventories as appropriate.
- Review and approve screener requisitions. Promptly forward to the FEPP Coordinator for approval.
- Review Monthly Transaction Reports for accuracy; date, sign, and return with accurate property description, make, model, and serial number.
- Identify FEPP assets using prominently placed decals, etchings, or other suitable methods of identification.
- Remind users to provide adequate protection to secure FEPP against theft, damage, and misuse.
- Monitor FEPP on a continuous basis and reassign underutilized property.
• Promptly report excess property or unserviceable property.
• Investigate and report lost, damaged, stolen, or destroyed property.
• Dispose of assets as authorized by the FEPP Coordinator in a timely manner.
• Promptly return disposal documents to FEPP Program Coordinator.
• Promptly return Purchaser’s Receipts to GSA officials and FEPP Coordinator.

Responsibility of University FEPP Screeners

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

• Follow USDA and University’s program requirements.
• Acquire assets that meets immediate program needs.

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

The APO is responsible for notifying the FEPP Coordinator when screeners depart the Program. The FEPP Program Coordinator will terminate assigned IDs.

Regulations Governing FEPP

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

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


4. Prohibited Property Classes or Types

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

• 10 - Weapons
• 11 - Nuclear Ordnance
• 13 - Ammunitions and Explosives
• 14 - Guided Missiles
• 15 - Aircraft and Aircraft Components
• 18 - Space Vehicles
• 23 - Mobile homes/travel trailers – used for sleeping accommodations
• 78 - Gym equipment (except for 4-H Centers)
• 99 - Jewelry
• Property identified as reimbursable

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

Reimbursable or Exchange/Sale Property

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

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

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

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

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable:</td>
</tr>
<tr>
<td>Exchange/Sale:</td>
</tr>
</tbody>
</table>

In addition, upon check out of reimbursable property, the system will display a pop-up to remind users property is available at fair market value. If this ensures, ensure you remove your request.
Other Options. To acquire assets identified as “reimbursable”, the APO can contact the Owning Agency to ask to waive the reimbursable status. This would allow the University to acquire property without reimbursement. The APO will need written confirmation.

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

5. Accountability and Control

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

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

APOs will ensure program officials are aware:

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

*FEPP may be used to assist in cases of State/Federal disaster, with approval from the FEPP Coordinator.

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

USDA identifies FEPP property as loaned or expendable.

- Loaned property is property with an **original acquisition amount of $5,000** and above, and tracked on USDA’s official inventory, and
- Expendable property is property with an acquisition amount of less than $5,000.

Accountability for loaned or expendable property is equally important. Although expendable property is not a part of USDA’s official inventory process, APOs are responsible for keeping these items under reasonable control to ensure proper control and follow USDA guidelines for disposal.

**Official FEPP Property Records**

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

**Electronic Database of FEPP**

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

- Item description,
- Manufacturer name, year, model, and serial numbers,
- **USDA’s Asset ID Number (AG or PP)**
- Custodian and property location,
- Acquisition document number (SF-122, AD-107, NIFA number),
- Acquisition date and original acquisition amount,
- Federal Supply Class/National Stock Number, and
- Disposal data, including form SF-120 and AD-112 report numbers and other pertinent information to provide a complete audit trail.
File Management

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

Files should contain:

- Acquisition/transfer documents (SF-122 & AD-107) with appropriate signatures,
- Signed Tracking Slip,
- Current inventory,
- Pending excess reports (Form SF-120 & AD-112), and
- Disposal documents and Purchaser’s Receipts with appropriate signatures documenting the disposal action, Public Notices, and Sales Slips.

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

- Acquisition document (SF-122 & AD-107) with appropriate signatures,
- Signed Tracking Slip,
- 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.

File Retention Schedules

USDA follows the National Archives General Records Schedule. See the complete schedules at https://www.archives.gov/records-mgmt/grs.html.

<table>
<thead>
<tr>
<th>GRS Number and Title</th>
<th>Details</th>
<th>Destroy Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4 No 10</td>
<td>Transfer Orders for FEPP Loaned/Expendable Items</td>
<td>After 3 years (*Best practices recommend maintaining Vehicle files through life cycle of vehicle)</td>
</tr>
<tr>
<td>5.4 No. 10</td>
<td>Inventory report</td>
<td>After 3 years</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>5.4 No. 40</td>
<td>Excess Personal property</td>
<td>3 years after disposal</td>
</tr>
<tr>
<td>5.4 No. 90</td>
<td>Vehicle Maintenance Service and Inspection**</td>
<td>When 3 years old</td>
</tr>
<tr>
<td>5.4 No. 140</td>
<td>Accident Files, Investigative Reports</td>
<td>3 years after case is closed</td>
</tr>
</tbody>
</table>

*Recommend keeping major repair /documents while vehicle is active on inventory.

** See Exhibit C-Vehicle Inspection Checklist (use as needed absent University document

---

**Physical Inventory**

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

- helps maintain accountability and custody of FEPP,
- shows an audit trail from property receipt to disposal, and
- helps identify under-utilized, excess, or unserviceable property.

Inventory compliance is a highly visible aspect of property management. **Failure to complete a physical inventory can result in losing privileges to acquire new assets until the inventory is complete.**

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

- **Physically verify** all property.
- Indicate items on-hand.
- Update missing information or correct discrepancies in serial number, model number, or manufacturer’s name.
- Attach acquisition documents for loaned property not listed on the inventory.
- Report 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.
- Update custodian or room numbers, and
- Sign, date, and return completed inventory package 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 required documentation, and APO signature,
- Process documents to report excess, transfers, lost/stolen/damaged/destroyed and unserviceable property.
- Modify property records, and
- Provide the APO with a reconciled inventory report.

Due to USDA’s Inventory System, the Physical Inventory Report is in a .PDF format. APOs may contact the FEPP Coordinator to request a copy in excel (must return PDF and excel version)

**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.

**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 D – FEPP Tracking Slip

**Monthly Transaction Report (MTR)**

The Monthly Transaction Report (MTR) provides APOs with a list of acquisitions and disposals for the previous month. The MTR provides the APO with USDA’s Asset ID Number. APOs are responsible for updating internal database with USDA’s asset ID number. APOs will review the MTR for accuracy and provide the following:

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

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

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

See Exhibit E-MTR Cover Letter

**Identification of FEPP**

APOs must properly identify FEPP assets as “USDA FEPP” whether loaned or expendable. Use prominently placed asset ID labels, aluminum tags, etching, or other suitable method of identification.

**Protection and Maintenance of FEPP**

At a minimum, APOs must maintain FEPP to the same standards as State/University owned equipment and implement maintenance procedures to keep FEPP in good standing.
6. Acquisition of FEPP

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

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

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

7. Sources of Available Excess

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

- USDA Excess,

- GSAXcess-(Nationwide database of Federal excess property including available DOD and Recycling Control Point-RCP property), and

- On-site at military installations and Defense Logistics Agencies (DLA) Disposition Services, as authorized.

Screeners must acquire **must acquire** DOD property via GSAXcess.

**USDA Excess Personal Property**

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

**Internal screening is 15 days.** During internal screening, USDA agencies and their sponsoring institutions may acquire excess before it becomes available in GSAXcess. FEPP Universities may acquire USDA excess during internal screening.
For available USDA property, select the AAMS Module under www.GSAXcess.gov.

**GSAXcess - Nationwide database of all Federal Property GSAXcess**

Via [www.GSAXcess.gov](http://www.GSAXcess.gov) GSA provides oversight of Federal excess property and has sole authority for authorizing transfers to other Federal and State agencies, and eligible non-Federal recipients.

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

**Recycling Control Point (RCP) Property**

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

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

RCP is only available for screening via GSAXcess. GSAXcess requires Universities to have a unique Activity Address Code (AAC) to complete the checkout process. To request an AAC for RCP, complete [Exhibit F, Request AAC for RCP](mailto:FEPP.Program@ars.usda.gov) and submit it to [FEPP.Program@ars.usda.gov](mailto:FEPP.Program@ars.usda.gov). Information includes:

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

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

**Universities are prohibited from using 123159 as the AAC to acquire RCP Property.** If RCP ships property to USDA’s address in Washington, DC, the University is responsible for all costs associated with re-packaging and re-shipping the property from USDA to the correct address. Refer to the RCP website for additional information regarding discrepancies.
Defense Logistics Agency (DLA)

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


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

8. Requesting Access to AAMs/GSAXcess

The three options for system access are:

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

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

- **University-Shared Access to Search**: Search only. Unique access code established in the name of the University. May share.

(Note: The preferred method is to establish access in the name of a specific user, even if search only. However, APOs may request a University-Shared access to distribute as appropriate. The APO/Program Coordinator is the point of contact.)

GSAXcess automatically terminates access for non-use within a 6-month timeframe. GSA will generate an email at the beginning of the month informing the user to log in to prevent termination of access. GSA will terminate access at the end of the month if there is no log-on activity.

The APO will request user access through the FEPP Coordinator. The FEPP Coordinator is responsible for establishing users. Once established, the user receives a system-generated email that contains the user’s access code and temporary password. Users are responsible for accessing the system and establishing a permanent password.
To ensure the integrity of GSAXcess, GSA prohibits users from sharing assigned IDs (search and select and search only). APOs may request a University-Shared access for “search only”.

**Access to Search/Select or Search**

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

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

**University-Shared Access**

The University-Shared access code is in the name of the University Program with the APO or Program Coordinator as the Point of Contact. To request a shared access code, complete Exhibit G, Request Access to AAMS/GSAXcess and submit it to FEPP.Program@ars.usda.gov. Information includes:

- User’s name, (such as NC State FEPP)
- Email address (APO/Program Coordinator, or University FEPP email),
- Telephone and fax number (APO or Program Coordinator), and
- Type of Access (University Shared -Search Only).

**9. How to Search and Select in AAMs/GSAXcess**

**Search.** GSAXcess/AAMS allows users to search available excess:

- Item name,
- Federal Stock Class (FSC),
- Specific Activity Address Code,
- Specific DRMO (military base),
- Geographic location, and
- New/Unused items by geographic location.
The system displays property that meets your search criteria. To view details of a specific record, click on the item control number. The system displays detailed information based on the excess report.

**Select.** To select available excess:

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

**Using the Want List**

Users must have access to search and select in order to create a “Want List”. Users can key in search criteria and allow the system to conduct a search. Users can search by “Item Name” and narrow the results by adding other criteria such as, Federal Supply Classification (FSC), a specific condition code, and/or particular states.

Users can submit multiple lists. The system will search each day’s receipts to determine matches. If there is a match, users will receive an e-mail notification that lists the Item Control Number. Users can view items to determine if the item is acceptable.

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

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

**10. Approving Transfer Orders in GSAXcess/AAMs**

This section will help clarify how the approval process works in GSAXcess and AAMs. It is important for APOs and Screeners to understand the approval process.
GSAXcess

GSA is responsible for allocating property selected in GSAXcess. When a University user (screener) selects excess:

- The screener receives an e-mail notification from GSAXcess confirming the selection (confirmation only – this does not mean GSA has allocated it),
- Upon allocation, the screener receives a system generated SF-122, Transfer Order,
- The screener is responsible for forwarding the Transfer Order to the APO for approval,
- The APO reviews, signs, and forwards the signed document to FEPP122@ars.usda.gov,
- *The FEPP Coordinator reviews/signs the Transfer Order and approves it in GSAXcess,
- Upon approval by the FEPP Coordinator, the screener and the FEPP Coordinator receive the “Agency Approved Copy” (only for general information), and
- Upon final approval by GSA, the screener and the FEPP Coordinator receive “GSA Completed Approved Copy”. (The GSA Completely Approved Copy is the official approval document.)

The allocation is not complete until receipt of the GSA Completely Approved Copy. Use this copy to finalize transfer arrangements. APOs should strive to make transfer arrangements within 15 days. Contact the owning agency to discuss timeframes.

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

The FEPP Coordinator uses the information on the “completely approved transfer order” to establish the asset in USDA’s inventory system.

AAMS (USDA)

In AAMS, the USDA agency that owns the property is responsible for approving and allocating requests. When a University user (screener) selects excess in AAMS:

- The University screener receives a system-generated SF-122, Transfer Order,
- The University screener is responsible for forwarding the Transfer Order to the University APO for approval,
• The University APO reviews, signs, and forwards the signed document to FEPP122@ars.usda.gov.

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

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

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

The signed Transfer Order from the USDA Owning Agency is the official copy. The University will use this copy to make transfer arrangements.

It is up to the USDA Owning Agency to allocate property. Most USDA Agencies will allocate property on a first come first served basis.

**University APO’s are responsible for returning the signed Transfer Requests as quickly as possible.**

Upon allocation, the University is responsible for promptly arranging to remove excess. Contact the Owning Agency to discuss timeframes.

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

**Deleting Requests**

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

Screeners will log in to AAMs/GSAXcess:

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

**Once GSA allocates the request,** the University screener can no longer remove the request. Contact the FEPP Coordinator or GSA to remove the request.
NOTE: It is important to delete requests no longer needed/approved. AAMS will not forward the report to GSAXcess if there is a pending selection.

11. Direct Transfers

Another option to acquire FEPP is a direct transfer.

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

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

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

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

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

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

See Exhibit H- AD107, for Direct Transfers within USDA

See Exhibit I-SF122, for Direct Transfer outside USDA

12. FEPP Disposal Process

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

**Loaned** and **expendable** are terms used to define the criteria for the physical inventory process. These terms do not apply when reporting excess. Excess property is:
• Unneeded property,
• Underutilized property, or
• Items uneconomical to repair.

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

**Determining Whether to Report as Usable or Unserviceable**

This Program understands the importance of data integrity and the value of excess. APOs are responsible for assigning the condition code that accurately reflects the true condition of an asset. GSA asks Federal Property Management Officers to help prevent unusable scrap items from entering the usable property stream. To help identify whether an item is usable or unserviceable:

- In working condition: Useable (4)
- Has value, can be economically repaired: Repairable (7)
- Little value, broken beyond repair (economical), obsolete/parts no longer available: (X)
- Scrap: (S)

See Exhibit J – “Flow Chart of Excess to Disposal Process”

**Condition Codes**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Excellent.</strong> Property in new/unused condition &amp; can be used immediately without modifications/repairs.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Usable.</strong> Property shows some wear, used without significant repair.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Repairable.</strong> Property that is unusable in its current condition, economically repaired.</td>
</tr>
<tr>
<td>X</td>
<td><strong>Salvage.</strong> Property that has value in excess of its basic material content but repair/rehabilitation is impractical or uneconomical.</td>
</tr>
<tr>
<td>S</td>
<td><strong>Scrap.</strong> Property that has no value except for its basic material content.</td>
</tr>
</tbody>
</table>

Note: “Junk”, “Outdated”, or “Obsolete” are not valid condition codes.
Screening Timeframes

- **USDA** - 15-day screening in AAMS by USDA only,
- **GSAXcess** - 21-day GSA Utilization/Donation screening for all Federal, State, and local governments and GSA’s eligible non-profit organizations, 14-days for Furniture
- **GSA Sales** - 7 or 15 days for Internet sales.
- **Local Disposal** – When a sale(s) is unsuccessful or determined not feasible, GSA will return local disposal authority back to the agency.

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

Reporting Excess Property

A thorough, detailed description of excess property is the best way to increase the re-use potential, through transfer or sale. Inadequate or inaccurate descriptions results in follow-up calls to correct information and delays the disposal process.

APOs will submit excess reports to [FEPP.Program@ars.usda.gov](mailto:FEPP.Program@ars.usda.gov). Complete the SF-120 with the following information:

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

Failure to list the Asset-ID Number will delay the reporting process.
**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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Sedan, 2 door</td>
</tr>
<tr>
<td>S4</td>
<td>Sedan, 4 door</td>
</tr>
<tr>
<td>CO</td>
<td>Coupe</td>
</tr>
<tr>
<td>HA</td>
<td>Hatchback</td>
</tr>
<tr>
<td>WA</td>
<td>Station Wagon</td>
</tr>
<tr>
<td>SU</td>
<td>SUV</td>
</tr>
<tr>
<td>VA</td>
<td>Van</td>
</tr>
<tr>
<td>MV</td>
<td>Mini-Van</td>
</tr>
<tr>
<td>AM</td>
<td>Ambulance</td>
</tr>
<tr>
<td>BU</td>
<td>Bus</td>
</tr>
<tr>
<td>P2</td>
<td>Pickup 2 door</td>
</tr>
<tr>
<td>P3</td>
<td>Pickup 3 door</td>
</tr>
<tr>
<td>P4</td>
<td>Pickup 4 door</td>
</tr>
<tr>
<td>HD</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>UT</td>
<td>Utility</td>
</tr>
<tr>
<td>BO</td>
<td>Box</td>
</tr>
<tr>
<td>VA</td>
<td>Van</td>
</tr>
<tr>
<td>MV</td>
<td>Mini-Van</td>
</tr>
<tr>
<td>AM</td>
<td>Ambulance</td>
</tr>
<tr>
<td>BU</td>
<td>Bus</td>
</tr>
<tr>
<td>P2</td>
<td>Pickup 2 door</td>
</tr>
<tr>
<td>P3</td>
<td>Pickup 3 door</td>
</tr>
<tr>
<td>P4</td>
<td>Pickup 4 door</td>
</tr>
<tr>
<td>HD</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>UT</td>
<td>Utility</td>
</tr>
<tr>
<td>BO</td>
<td>Box</td>
</tr>
<tr>
<td>VA</td>
<td>Van</td>
</tr>
<tr>
<td>MV</td>
<td>Mini-Van</td>
</tr>
<tr>
<td>AM</td>
<td>Ambulance</td>
</tr>
<tr>
<td>BU</td>
<td>Bus</td>
</tr>
<tr>
<td>P2</td>
<td>Pickup 2 door</td>
</tr>
<tr>
<td>P3</td>
<td>Pickup 3 door</td>
</tr>
<tr>
<td>P4</td>
<td>Pickup 4 door</td>
</tr>
<tr>
<td>HD</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>UT</td>
<td>Utility</td>
</tr>
<tr>
<td>BO</td>
<td>Box</td>
</tr>
</tbody>
</table>

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

- Major parts/components that are missing,
- If repairs are needed, the type of repairs,
- Special requirements for handling, storage or transportation, and
- Mechanical condition of the vehicle i.e., blown engine, cracked block, steering problems, broken windows, needs new tires, bad transmission etc.

Use the vehicle supplemental form to provide information. The supplemental form does not bypass the requirement for submitting the completed SF-120, signed by the APO.

See Exhibit K-SF-120, Report Excess Property

See Exhibit L- Supplemental Form - Reporting Vehicles

**Provide Pictures of Excess**

GSA requires pictures of excess property that meets the agency’s accountability threshold. USDA’s accountability threshold is $5,000. **GSA encourages photos of all excess.**
At a minimum, APOs must submit pictures for all loaned and expendable property, except:

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

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

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

**Format:** All picture extensions must end with “.jpg”.

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

---

**Tips for Taking Pictures**

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

- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true colors(s).

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

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

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

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

---

**Exception to Reporting Excess for Screening**

The FEPP Coordinator may bypass screening when:
• Property is uneconomical to repair, or needed for cannibalization,

• APO provides a written determination documenting that property has no commercial value, and is scrap/salvage, and estimated cost of continued handling exceed expected sales proceeds,

• Regulation or directive requires abandonment or destruction, or

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

**Reporting Unserviceable Property**

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

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

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

**Assigning condition code X or S does not substitute as a written finding. Submitting a picture does not substitute as supporting information.**

Detailed information will assist the FEPP Staff in providing prompt disposal instructions and reducing the need to contact others for follow up information.

See Exhibit M- AD-112 for Reporting Unserviceable Property

**Reviewing Unserviceable Requests**

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

**Within 30 days of receiving disposal instructions, APOs are responsible for completing the disposal and returning completed AD-112 to FEPP.**
**Track Screening Process**

After reporting excess in AAMS/GSAXcess for screening, the FEPP staff will provide APOs with a print screen from the system verifying the screening process. **The report contains the assigned excess report number and the AAMS/GSAXcess Excess and Surplus Release Dates.**

To help ensure timely disposal APOs should consider developing a tracking procedure to monitor the screening process. To track screening:

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

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Report Number</th>
<th>AAMS Release Date*</th>
<th>Excess Release Date**</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/24/17</td>
<td>12315991140001</td>
<td>5/09/17</td>
<td>5/30/17</td>
</tr>
</tbody>
</table>

*Date internal screening completed in USDA – 15 days

** Date GSA screening completed – 21 days

**Allocating FEPP Excess in AAMS**

While reported FEPP is in USDA screening, the FEPP staff is responsible for allocating requests from other USDA agencies (or FEPP participants). The FEPP staff will provide the University APO with a copy of a signed transfer order from a selecting USDA agency.

Universities may not release the property without the signed transfer order.

After 15-days, if there are no requests, the report is available in GSAXcess.

**Excess FEPP in GSAXcess**

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

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

- work with the requesting agency to finalize packaging and shipping,
• upon pickup, forward the signed transfer document to the FEPP Coordinator in order to remove from the inventory, and

• notify the FEPP Coordinator/GSA Area Property Officer if the requesting activity does not remove the excess within 14 days from allocation.

**GSA Sales Process**

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

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

Sales process is:

• GSA sends a confirmation notice to the University Point of Contact (POC) listed in GSAXcess to verify property information prior to posting the property for sale,

• University POC must respond to confirm sale,

• GSA posts items for sale [www.GSAAUCTIONS.GOV](http://www.GSAAUCTIONS.GOV) and collects sales proceeds,

• Buyers have 3 days to pay,

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

• Buyers have 10 days after payment to remove property,

• APO must obtain Buyers Signature on Purchaser’s Receipt, and

• APO must forward the signed Purchaser’s Receipt to GSA Sales and [FEPP.Program@ars.usda.gov](mailto:FEPP.Program@ars.usda.gov)

University POCs are responsible for responding to GSA Sales Inquiry confirming the property is available and correct any information surrounding the condition or descriptive information. **GSA reserves the right to cancel the sale for a non-response by the POC.**

GSA will process the sales transaction and notify the APO and the FEPP Coordinator of sales results. APOs are prohibited from releasing property to a buyer without the Purchaser’s Receipt.
APOs must obtain a signature from the buyer and forward the signed Purchaser’s Receipt to GSA contact and the FEPP Coordinator.

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

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

**Donation, Abandonment, and Destruction (Including Recycling)**

The Donation, Abandonment, and Destruction process occurs:

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

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

If the property was unserviceable (scrap/salvage), and met the criteria to bypass screening, the FEPP Coordinator will approve the AD-112 authorizing disposal or donation to a public body instead of abandonment/destruction.

**Public Notice**

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

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

- A general description of the property including location,
- Dates and times for public inspection, and
- Contact person and telephone number.

Included in the Public Notice is an offer to sell the property. If the APO sells the property, the APO must complete a Sales Slip. All checks (including those from scrap dealers or recertified recyclers) must be made payable to the U.S. Treasury.
APOs are responsible for returning the disposal package (completed AD-112, Sales Slip, and Checks if applicable) to FEPP within 30 days.

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

See Exhibit N- Public Notice

See Exhibit O-Sales Slip

**Exceptions to the Public Notice**

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

- property with an original acquisition amount less than $500,
- value is so little or cost of care and handling pending A/D is so great, advertising for sale, even as scrap is not economical,
- abandonment/destruction is required because of health, safety, or security reasons.

**Donation to Public Bodies**

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

- Federal, State or local governments,
- Public libraries,
- Public Schools,
- Public Colleges and Universities, and
- Native American tribes and communities.

Programs within your University are public bodies.

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

- Churches
Abandonment or Destruction

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

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

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

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

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

Excess to Disposal Transmittal Letter

To streamline the “reporting to disposal” process, the FEPP Staff processes a transmittal letter to forward:

- Screen prints documenting the reporting process in AAMS/GSAXcess-for FYI
- Disposal instructions with AD-112 and Public Notice (no transfer/or sale)
- Disposal instructions with AD-112, without a Public Notice

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

See Exhibit P-Excess to Disposal Transmittal
**Cannibalization**

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

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

**Lost, Damaged, Stolen, or Destroyed Property**

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

When property is damaged, stolen or destroyed APOs must investigate the incident and submit form AD-112, including a detailed explanation of the incident, police reports, and the circumstances involved such as:

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

See [Exhibit Q-Reporting Lost/Stolen/Damaged Property Using AD-112](#)

**13. FEPP Program Reviews**

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

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

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

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

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

See [Exhibit R-FEPP Review Questions](#)

### 14. Users and Screeners Association

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

The USA-FEPP website has several resources; forms, policy and operations information, screening and acquisition tools, and contact information. The website: [http://www.usa-fepp.org/](http://www.usa-fepp.org/)

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

To become a member of USA-FEPP:

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

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

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

### 15. 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.

**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 – the agency no longer needs the property item.

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

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

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

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

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

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

Federal Management Regulations – FMR

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.

**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 Federal screening ends; excess property becomes surplus.

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

**Users and Screeners Association (USA)** – an independent group of Federal agencies, cost reimbursement contractors, project grantees, government corporations, Federal cooperators from land grant universities, and others who acquire excess property for program needs.

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

A- FEPP Guidance Certification by APO
B- APO Designation Letter
C- Vehicle Inspection Checklists
D- Federal Excess Personal Property Tracking Slip
E- Monthly Transaction Transmittal
F- Request AAC for RCP
G- Request Access to AAMs/GSAXcess
H- AD-107 – Report of Transfer or Other Disposition or Construction of Property
I- SF-122 – Transfer Order Excess Personal Property
J- Flow Chart of Excess to Disposal Process
K- Reporting Excess Property, SF-120 – Report of Excess Personal Property
L- Supplemental Form – Report of Excess Personal Property
M- Reporting Unserviceable Property, AD-112 – Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property
N- Public Notice
O- Sales Slip
P- Excess to Disposal Transmittal
Q- Reporting Lost/Missing Property, AD-112
R- FEPP Review Questions
FEPP Guidance Certification

FEPP Guidance Certification

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

- Establish internal policies and procedures
- Provide screeners/program officials with internal procedures, and/or Tractor Book
- Establish internal database to track FEPP
- Establish files that show audit trail from acquisition to disposal
- Identify FEPP assets (labels, etchings, etc)

APO Signature/Date: ________________________________

Program Coordinator
Signature: ________________________________
Designation of Accountable Property Officer

Date:

Subject: Designation of Accountable Property Officer

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

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.
Type in Date

SUBJECT:  (List Specific Month) - Monthly Personal Property Transaction Report

Action Due:  (30 days from Date)

TO:    APO’s

FROM:  /S/  Acting FEPP Coordinator

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

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

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

Disposed Property:
- Verify property disposal.

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

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

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

APO Signature/Date

Failure to update and return your report will result in a temporary hold on new acquisitions.
<table>
<thead>
<tr>
<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td></td>
</tr>
<tr>
<td>Location of Property</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Model/Serial Number</td>
<td></td>
</tr>
<tr>
<td>Acquisition Document Number</td>
<td></td>
</tr>
<tr>
<td>Acquisition Amount</td>
<td></td>
</tr>
<tr>
<td>NFC Identification Number</td>
<td></td>
</tr>
<tr>
<td>University Control Number</td>
<td></td>
</tr>
<tr>
<td>FSC Code</td>
<td></td>
</tr>
<tr>
<td>Condition Code</td>
<td></td>
</tr>
</tbody>
</table>

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

__________________________
Custodian Signature

__________________________
Date
### Vehicle Checklist

#### Vehicle Inspection Check List

**Instruction:** Retain original vehicle.

**Code:** O = OK  X = Adjustment made  R = Repair needed

<table>
<thead>
<tr>
<th>Engine and Under hood</th>
<th>Code</th>
<th>Repair Estimate</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Radiator, Cap, Hoses, Coolant</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Carburetor Air Cleaner</td>
<td>$</td>
<td>38. Turn Signals, 4-Way Flashers</td>
<td>$</td>
</tr>
<tr>
<td>5. Carburetor Adjustment</td>
<td>$</td>
<td>39. Parking, Clearance Lights</td>
<td>$</td>
</tr>
<tr>
<td>6. Manifold Heat Control Valve</td>
<td>$</td>
<td>40. Glass</td>
<td>$</td>
</tr>
<tr>
<td>7. Head Bolts and Manifold Bolts</td>
<td>$</td>
<td>41. Doors, Hood and Trunk (Fit and Latches)</td>
<td>$</td>
</tr>
<tr>
<td>8. Engine Mounting Bolts</td>
<td>$</td>
<td>42. Body Bolts</td>
<td>$</td>
</tr>
<tr>
<td>10. Timing, Spark Plugs, Points</td>
<td>$</td>
<td>44. Paint, General Appearance</td>
<td>$</td>
</tr>
<tr>
<td>11. Compression</td>
<td>$</td>
<td>45. Door Locks</td>
<td>$</td>
</tr>
<tr>
<td>12. Battery: Connections, Charge, Water Level</td>
<td>$</td>
<td>46. Lock, Spare Tire (Trucks)</td>
<td>$</td>
</tr>
<tr>
<td>13. Alternator and Regulator</td>
<td>$</td>
<td>47. End gate or Tailgate</td>
<td>$</td>
</tr>
<tr>
<td>14. Check for oil leaks</td>
<td>$</td>
<td>48. Windshield Wipers and Washers</td>
<td></td>
</tr>
<tr>
<td>15. Oil Level, Filter, Breather Cap</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. PCV Valve</td>
<td>$</td>
<td>49. Brake Pedal Travel</td>
<td></td>
</tr>
<tr>
<td>17. Windshield Washer Fluid</td>
<td>$</td>
<td>50. Parking Brake</td>
<td></td>
</tr>
<tr>
<td>18. Air Conditioner, Freon Gas</td>
<td>$</td>
<td>51. Clutch Pedal (Free play of ¾ inch)</td>
<td></td>
</tr>
<tr>
<td>19. Power Steering, Oil Level</td>
<td>$</td>
<td>52. Mirrors</td>
<td></td>
</tr>
<tr>
<td>20. Electronic Ignition System</td>
<td>$</td>
<td>53. Horn Operation</td>
<td></td>
</tr>
<tr>
<td>21. EPA Exhaust Emission Test (where required)</td>
<td>$</td>
<td>54. Instrumentation Operation, Switches, Dash lights</td>
<td></td>
</tr>
</tbody>
</table>

**Interior**

<table>
<thead>
<tr>
<th>Chassis</th>
<th>Code</th>
<th>Repair Estimate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Front End Alignment</td>
<td>$</td>
<td>55. Seat Belts, Shoulder Harness (Anchor Bolts, etc.)</td>
<td></td>
</tr>
<tr>
<td>23. Front Wheel Bearings</td>
<td>$</td>
<td>56. Defroster, Heater</td>
<td></td>
</tr>
<tr>
<td>24. Wheel Lug Bolts</td>
<td>$</td>
<td>57. Tires (Condition and Pressure)</td>
<td></td>
</tr>
<tr>
<td>25. Steering Tie Rods, Drag Link, Idler Arm</td>
<td>$</td>
<td>58. Winch Mechanism</td>
<td></td>
</tr>
<tr>
<td>26. Shock Absorbers</td>
<td>$</td>
<td>59. Road Test</td>
<td></td>
</tr>
<tr>
<td>27. Spring and Body &quot;U&quot; Bolts</td>
<td>$</td>
<td>60. License Plates (Brackets and Bolts)</td>
<td></td>
</tr>
<tr>
<td>29. Universal Joints</td>
<td>$</td>
<td>62. Door and Dashboard Decals</td>
<td></td>
</tr>
<tr>
<td>30. Differential</td>
<td>$</td>
<td>63. Emergency Kit</td>
<td></td>
</tr>
<tr>
<td>31. Muffler, Exhaust System</td>
<td>$</td>
<td>64. Cost of Inspection (Labor)</td>
<td></td>
</tr>
<tr>
<td>32. Tailpipe, Hangers</td>
<td>$</td>
<td>65. Repairs Made</td>
<td>Yes  No</td>
</tr>
<tr>
<td>33. Brakes: Foot and Hand</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Brake Cylinders, Brake Fluid</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Automatic Transmission</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total**

<table>
<thead>
<tr>
<th>Name and Address (Custodian or Operator)</th>
<th>Name and Address of Firm Making Inspection</th>
<th></th>
</tr>
</thead>
</table>
Requesting AAC for RCP

University Name: ________________________________

Complete Shipping Address: ________________________

____________________

____________________

____________________

RCP Contact Name: ________________________________

RCP Contact Email Address: ________________________

RCP Telephone Number: ____________________________

Signature: ________________________________________

(APO or Program Coordinator)

AAC: _____________________________ _________________________

(Completed by USDA) Date/Initials
Request Access to AAMS/GSAXcess

Requesting Access to AAMS/GSAXcess – FEPP Program

User’s First Name: ________________________________________________________________

User’s Last Name: ________________________________________________________________

User’s Telephone Number: _________________________________________________________

User’s Email: __________________________________________________________________

User’s State Abbreviation: _____________

Permission Levels - X:

User Search and Select: ______________

User Search Only: ______________

University Shared Access (Search Only): ______________

APO/Program Coordinator Signature: _______________________________________________
### United States Department of Agriculture

**Report of Transfer or Other Disposition or Construction of Property**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Inventory Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item Description: Generator</td>
<td>$15,000.00</td>
</tr>
<tr>
<td></td>
<td>Make/Manufacture: Onan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Model: 30KW</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial Number: 55566384</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asset ID Number: PP0005006869 (Agency: NI, Org: LE, APO# LE###)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Condition Code: 4</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Accountable Property Officer</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEPP Coordinator</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Certificates of Property and Fiscal Officers**

| Property Officer: Title transaction is completed and the necessary entries have been made to adjust the property records. Proceeds, if any, are to be deposited to: |
| Fiscal Officer: A: (1) The sum indicated below has been received in payment for the property disposed of. B: (1) The necessary entries have been made to adjust the accounting records. |
| Amount ($) | Schedule No. |

| Signature | Date | Signature | Date |

This form was electronically produced by National Production Service Staff.
<table>
<thead>
<tr>
<th>Item Description: Oscilloscope</th>
<th>Unit</th>
<th>Quantity</th>
<th>Acquisition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make/Manufacture: Tektronix</td>
<td>ea</td>
<td>1</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Model Number: TDS540</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Serial Number: 965683</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Condition Code: 4</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

Accountable Property Officer: 8-3-17

FEPP Coordinator

Total of Property Ordered: $13,500.00

*Include ZIP Code
Flow Chart of Excess to Disposal Process

START
Identify Excess

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

NO
Report to FEPP Staff on SF-120 for Screening

YES

Is University aware if needed by another FEPP

YES

Report to FEPP Staff on Form AD-112 with:
- Problems or needed repairs
- Estimated repair costs
- Feasibility of repair or replacing
FEPP Staff will review/authorize disposal
University APO must have a witness to disposal/recycle. Complete and return AD-112 to FEPP Coordinator-End

NO

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

FEPP Staff Reports
For Screening

AAMS (USDA) -15 Days

GSAxcess -21 days
Combined screening Feds & State. Feds have preference.

Furniture screened 14 days. IT equipment screened first 7 days by schools, remaining 14 days by all.

System generated Transfer Document, agency approval in GSAXcess within 7 days of request. Upon agency approval, GSA allocates. GSA denies if not approved within 7 days. If no transfer requests, GSA determines feasible for sale. See GSA Sale- END

No Transfer

GSA Sale
Internet Auction 7 or 14 days

No Sale

Local Disposal
FEPP Staff authorizes disposal via AD-112

If sold, the POC receives a copy of the purchaser’s receipt upon payment. Obtain buyer signature upon pick up. Return form to GSA and FEPP.
If not sold, FEPP will authorize local disposal. END

Codes X & S, Public notice not required. Donate to public body. Dispose of in environmentally friendly manner. Recycle. Return recycling proceeds to FEPP Staff. Return AD-112 to FEPP staff- End
**SF-120, Reporting Excess Property**

### REPORT OF EXCESS PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>1. REPORT NUMBER</th>
<th>2. DATE MAILED</th>
<th>3. TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$5,450.00</td>
</tr>
</tbody>
</table>

### 4. TYPE OF REPORT

- [ ] a. ORIGINAL
- [ ] b. PARTIAL
- [X] c. TOTAL WD

### 5. TO (Name and Address of Agency to which report is mailed)

USDA/ARS/AFM APPO PSSB 5001 SUNNYSIDE AVE. BELTSVILLE MD. 20705

### 7. FROM (Name and Address of Reporting Agency)

PENNSYLVANIA STATE UNIVERSITY 229 AG. ADMIN. BLDG. UNIVERSITY PARK, PA 16802

### 9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone Number)

JOHN DOE@psu.edu ADMINISTRATOR OFFICER

### 8. REPORT APPROVED BY (Name and Title)

PETEY WHEATSTRAW-APPO

### 10. LOCATION OF PROPERTY (If location is to be abandoned, give date)

Same as block 7

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

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

### 12. GSA CONTROL NUMBER


### 14. REMUNERATION REQUIRED

- [ ] YES
- [X] NO

### 15. AGENCY CONTROL NUMBER


### 16. SURPLUS RELEASE DATE


### EXCESS PROPERTY LIST

<table>
<thead>
<tr>
<th>GROUP</th>
<th>DESCRIPTION</th>
<th>ITEM NUMBER</th>
<th>CONO</th>
<th>UNIT</th>
<th>NUMBER OF UNITS</th>
<th>ACQUISITION COST</th>
<th>TOTAL</th>
<th>FAIR VALUE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>8825</td>
<td>Switch Unit</td>
<td>7 ea</td>
<td>1</td>
<td>6,000.00</td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agilent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Model: 34970A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial Number: 9985223</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Condition Code: 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asset ID# PP0005000977</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Doc# 99 0 5665 72</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acquisition Date: 3/01/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7110</td>
<td>Desk</td>
<td>7 ea</td>
<td>1</td>
<td>450.00</td>
<td>450.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Model Number: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial Number: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Condition Code: 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asset ID# N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL SERVICES ADMINISTRATION**  
(Use Standard Form 10BA for Continuation Sheets)  
**STANDARD FORM 120 (REV. 10/2016)**  
Prescribed by (41 CFR) FMR 102-36.215
# Supplemental Form – Reporting Vehicles

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

<table>
<thead>
<tr>
<th>University Name</th>
<th>Point of Contact</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Location Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Make</td>
<td>Model</td>
<td>Year</td>
</tr>
<tr>
<td>Vehicle Identification Number (Vin)</td>
<td>Acquisition Cost</td>
<td></td>
</tr>
<tr>
<td>Transfer Order Number</td>
<td>USDA Asset Number</td>
<td></td>
</tr>
</tbody>
</table>

### Body Style
- Pickup – 2 door
- Pickup – 4 door
- Pickup – 3 door
- Heavy Duty
- Utility
- Box
- Tractor
- Sedan
- Van
- Mini Van
- Sedan
- Other

### Fuel Type
- Gas
- Diesel

### Transmission Type
- Automatic
- Manual

### Color
- Color Gradient:
  - Light
  - Medium
  - Dark

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

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

### List other vehicle features/accessories not list above

### Please check/describe vehicle condition
- A/C Inoperable
- Axel damage
- Battery(s)
- dead/missing
- Body damage, rust
- Brakes worn
- Dents, minor
- Engine parts required
- Engine repairs required
- Engine smoke
- Electrical problems
- Exhaust system problems
- Fire damage
- Flood damage
- Fuel gauge inoperable
- Interior damaged
- Hazard lights inoperable
- Horn inoperable
- Frame damage
- Headlights inoperable
- Keys missing
- Parking lights inoperable
- Mechanical problems
- Minor scratches
- Odometer inoperable
- Oil leaks
- Radiator leak
- Starter bad-won’t start
- Speedometer inoperable
- Suspension problems
- Transmission leak
- Transmission repair required
- Visual blemishes
- Windshield cracked
- Wipers inoperable
AD-112-Unserviceable Property

U.S. DEPARTMENT OF AGRICULTURE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO. NIFA-112-0001-17
07/25/17

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY (Check only one-report each one type separately)
   - Unserviceable
   - Lost or Stolen
   - Damaged
   - Obsolete
   - Condemned for parts
   - Destroyed
   - Others

   2. REPORTING ACTIVITY (Show agency, unit and address)
   OHIO STATE UNIVERSITY
   CARD, 1680 MADISON AVENUE
   WOOSTER, OH. 44691

   3. PROPERTY ITEMS (See attachment for additional entries)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE</th>
<th>ACQUISITION COST</th>
<th>EXPLANATION/SPECIAL INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Deere Tractor, Model: JD1, S/N: 65589975 Condition Code: X</td>
<td>$4,500.00</td>
<td>Engine missing parts to significant rust throughout item.</td>
</tr>
<tr>
<td>1</td>
<td>HP Server, Model CXI-32, S/N: 995467 Asset ID PP0004005554 Condition Code: X</td>
<td>$5,500.00</td>
<td>Server obsolete and will not accept upgraded firmware. Parts no longer available, will not hold power cords.</td>
</tr>
</tbody>
</table>

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOSS, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all 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 Dept Collection Act.
   c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

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

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FFSR 101-45.9 based on any of the following determinations as further explained in section I-2D):
   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.

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION

I certify that cannibalization, abandonment, or destruction for the items authorized under Section III was completed on this date in accordance with 105.01.

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

2. DATE

3. SIGNATURE OF WITNESS

4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)

2. DATE

3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under section II above, to effect collection from involved employee(s).)

4. DATE

AD FORM 112 (Rev. 3/94)
Excess to Disposal Transmittal

TO: APO/Program Coordinator Name:
   Name of University

Report Number:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excess reported to AAMS for 15-day USDA internal screening. If there are no requests within USDA, the report transfers to GSAXcess for 21-day screening and Sales action. Your office is responsible for maintaining accountability during the disposal cycle. (Note: Please review (“Property Location” and “Property Custodian” to ensure information is correct. Immediately notify our office of any changes)</td>
</tr>
</tbody>
</table>

|        | No Transfer Requests or Unsuccessful Sale. Property may be donated, abandoned, or destroyed with a Public Notice. The APO will (1) contact SASP for possible donation (2) post a Public Notice of intent to destroy Federal property including an offer to donate to a public body or sell; and (3) remove all decals/labels that identify item as Federal property. If property is sold, checks must be made payable to the U.S. Treasury & forwarded with the AD-112 to the FEPP Coordinator: USDA-ARS-APD: 5601 Sunnyside Ave, Mail Stop 5118 Rm. Rm3-2110A, Beltsville, MD 20705. If property is not sold, follow the disposal instructions below. |

|        | Unsuitable Excess may be donated, abandoned, or destroyed without a Public Notice. APO will (1) remove all decals/labels that identify item as Federal property; (2) destroy property to prevent further use, (3) ensure that an individual without a direct tie to the property witnesses the destruction; (4) obtain APO & witness signatures in Section IV; and (5) return completed AD-112 to the FEPP Program@ars.usda.gov |

|        | List the name of the Public Body or How the Property Was Abandoned or Destroyed. |
|        | Donated to: |
|        | Method of Abandonment and Destruction: |

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

Acting FEPP Coordinator

Date
PROPERTY REPORT NO. 07/26/17

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY (Check only one report each one type separately)
   [ ] Unserviceable
   [ ] Lost or Stolen
   [ ] Obsolete
   [ ] Damaged
   [ ] Destroyed
   [ ] Others

2. REPORTING ACTIVITY (Give agency, unit, and address)
   UTAH STATE UNIVERSITY
   4610 OLD MAIN HILL
   LOGAN, UT 77843

3. PROPERTY ITEMS (See attachment for additional entities)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM DESCRIPTION AND OTHER DETAILs, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair)</th>
<th>ACQUISITION COST</th>
<th>EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copier Machine Xerox Mfd: CP3365, S/N: 8899551</td>
<td>$3,500.00</td>
<td>Property could not be located during physical inventory. We believe it was inadvertently disposed of with state recycling. It was not working at the time.</td>
</tr>
</tbody>
</table>

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN

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 honestly relieved of liability.
   b. There appears to be gross negligence involved, therefore, the case is referred 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

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 FMMR 101-45.9 based on any of the following determinations as further explained in section I-30:
   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 replace but needed by another user and may be cannibalized for parts. (Cannibalization is a form of reuse and property management regulations apply.)
   f. Remainder of property must be disposed of through usual procedures.

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

SECTION IV - CERTIFICATION OF 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-30.

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. SIGNATURE OF FISCAL OFFICER

This form was electronically produced by National Production Services Staff

AD FORM 112 (Rev. 3/94)
Public Notice

Date Posted:__________

PUBLIC NOTICE OF
ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY

NOTICE:

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

- Item Name/Description: _________________________________________________________
- _________________________________________________________________________
- FSC or NSN (Federal Supply Class or National Stock Number): ________________
- Quantity: ______________________________
- Condition: _____________________________
- Total Acquisition Cost: _______________

DONATION:

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

SALE:

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

INSPECTION:

This property is available for inspection at _________________________ from to __________, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact:______________________________________________________________.
**UNITED STATES GOVERNMENT**

**SALES SLIP**

**SALE OF GOVERNMENT PERSONAL PROPERTY**

<table>
<thead>
<tr>
<th>SELLING AGENCY</th>
<th>DATE OF SALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Vermont</td>
<td>3/20/2017</td>
</tr>
</tbody>
</table>

**BUYERS NAME AND ADDRESS**

Stowe, VT

BY: (Signature of Buyer)

**ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY:**

<table>
<thead>
<tr>
<th>ITEM OR LOT NO.</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hunter Duct Heater</td>
<td>$17.00</td>
</tr>
<tr>
<td>1</td>
<td>Gas Generator</td>
<td>$26.00</td>
</tr>
</tbody>
</table>

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

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

6. Identify any additional training or support, 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 receipt of expendable property?

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

11. Show your internal database to track FEPP?

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

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

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

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

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

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

E. Disposal

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

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

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

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

22. How does the APO resolve delinquent disposal requests?

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

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

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

F. Theft, Loss, or Damage

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