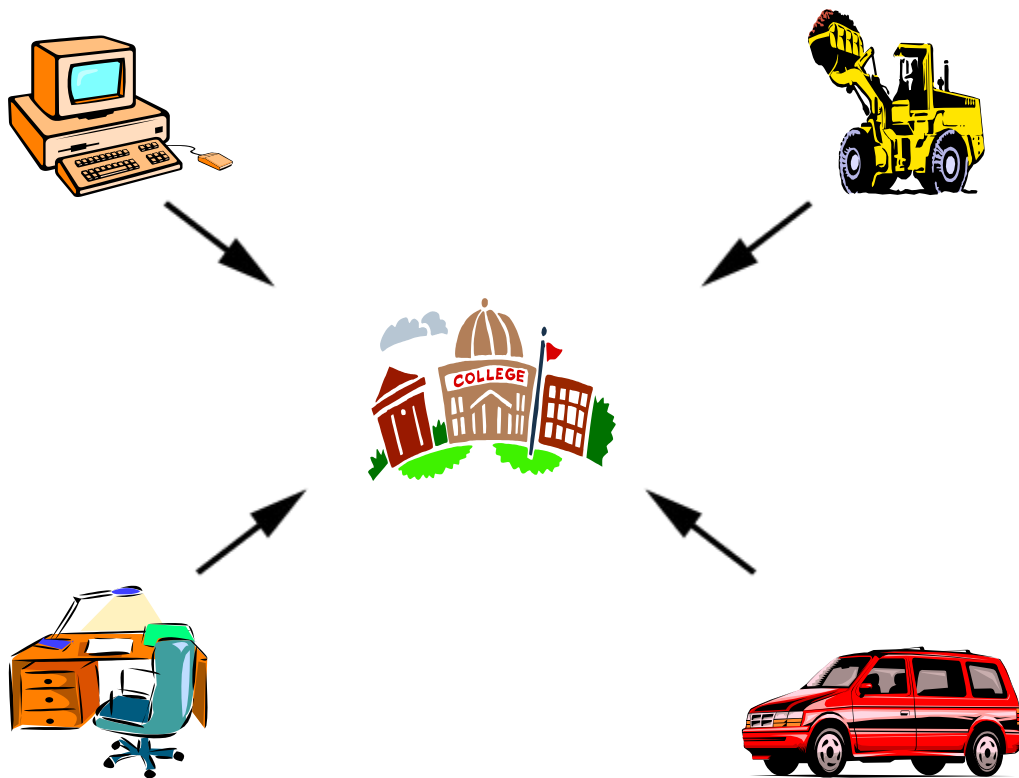


Federal Excess Personal Property Program

Authorized under Section 923
of the Federal Agriculture Improvement and Reform Act
Public Law 104-127

Prepared for:
1890 Land-Grant Institutions (including Tuskegee University)
1994 Land-Grant Institutions
Hispanic-Serving Institutions



April 2012

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INTRODUCTION

In 1996, Congress included a provision in Section 923 of the Federal Agriculture Improvement and Reform Act (FAIR) (Public Law (P. L.) 104-127), which authorizes the Secretary of Agriculture to acquire and transfer title of Federal excess personal property (FEPP) to certain eligible Institutions in support of research, educational, technical, and scientific activities or for related programs. This important provision of the law allows these eligible institutions to screen FEPP at the same time it is being screened by Federal agencies and before it is offered for screening to State agencies and other interested parties ([Exhibit A](#), Rules and Regulations).

PURPOSE

This handbook outlines the procedures and policies to be followed and the responsibilities associated with participating in, and acquiring property through, this program.

ELIGIBILITY

Under FAIR, the following Institutions are eligible to participate in this FEPP Program:

- 1994 Land-Grant Institutions as defined in section 532 of the Equity in Education Land Grant Status Act of 1994 (P. L. 103-382; 7 United States Code (U.S.C.) 301 note).
*These are specific Native American Institutions.
- Hispanic-Serving Institutions as defined in section 316(b) of the Higher Education Act of 1965 (20 U.S.C. 1059c(b)). *These are institutions with over 25% Hispanic enrollment as determined by the Department of Education.
- 1890 Land-Grant Institutions which are any college/university eligible to receive funds under the Act of August 30, 1890 (7 U.S.C. 321 et seq.), including Tuskegee University.
*These are Historically Black Colleges and Universities.

* The above mentioned colleges/universities/institutions authorized to receive FEPP under Section 923 of the FAIR Act will be referred to as “Institutions” throughout this handbook.

USDA RESPONSIBILITIES

The United States Department of Agriculture (USDA) has designated the following individual (referred to as the FEPP Program Manager throughout this handbook) to carry out its responsibilities under this program:

Mr. Michael R. Johnson, FEPP Program Manager
USDA/DM/OPPM/PMD
300 7th Street SW Suite 316
Mail Stop 9304
Washington, DC 20024
Telephone Number: 202-720-9779
Fax Number: 202-720-8972
E-Mail Address: Michaelr.Johnson@dm.usda.gov

USDA's Office of Procurement and Property Management (OPPM) will promote the acquisition, proper use, control, accountability and disposition of FEPP furnished to eligible Institutions under this program.

The FEPP Program Manager will:

1. Provide oversight for this FEPP program.
2. Provide written procedures and guidelines for the acquisition and use of FEPP.
3. Provide technical assistance, guidance and advice to the Property Management Officers (PMOs) of eligible Institutions.
4. Conduct audits and reviews of participating Institutions to insure that FEPP acquired under FAIR is being properly used in support of research, educational, technical, and scientific activities or for related programs.
5. Act as a liaison to the Institution's PMOs with USDA Agencies and the General Services Administration.
6. Issue Screener's Identification Cards.
7. Endeavor to resolve problems involving the acquisition and transfer of FEPP.
8. Review all Transfer Orders and if approved, sign and date the order. Transfer Orders can be an electronic: Standard Form 122 (SF-122), Transfer Order-Excess Personal Property ([Exhibit B](#), Transfer Order – AAMS & [Exhibit C](#), Transfer Order – GSAXcess®); or Form AD-107, Report of Transfer or Other Disposition or Construction of Property ([Exhibit D](#), AD-107 - USDA Transfer Form).
9. Issue SF-97, The United States Government Certificate to Obtain Title to a Vehicle, when required. In most states the Department of Motor Vehicles will issue a title using the electronic SF-122 ([Exhibit E](#), SF-97 - Certificate to Obtain Title to a Vehicle).

INSTITUTION RESPONSIBILITIES

The president of an eligible Institution must designate in writing to the FEPP Program Manager a PMO who will be responsible for administering the program within the Institution ([Exhibit F](#) - Sample letter to participate). The PMO will be responsible for the acquisition, control, accountability, maintenance and use of FEPP.

The PMO will:

1. Assume responsibility for the Institution's FEPP program, including accountability of government property.
2. Act as a liaison with the FEPP Program Manager.
3. Identify the Institution's requirements for FEPP.
4. Assign and control all FEPP transferred to the Institution and maintain accurate and complete property records.
5. Assure that FEPP is effectively utilized for authorized purposes and is properly maintained.
6. Designate and train screeners in the proper procedures and guidelines to acquire FEPP.
7. Coordinate with the FEPP Program Manager to obtain Optional Form 92, Screener's Identification Card, when needed.
8. Certify Transfer Orders and obtain approval from the FEPP Program Manager for all FEPP acquisitions.
9. Correct any discrepancies on transfer orders e.g., item description; V.I.N. (vehicle identification number) or serial number; quantity (number) of items; or if property was declined or unavailable.
10. Upon receipt of the requested property, notate the Transfer Order with the date received, sign and forward a copy to the FEPP Program Manager.
11. Safeguard FEPP against theft, damage, and misuse during the 1 year use requirement.
12. When property acquired under this program is no longer needed by the Institution, ensure that the property is disposed of in an environmentally sound manner that is not detrimental or dangerous to public health or safety and in accordance with all Federal, state and local laws.

Note - Whenever a PMO changes, it is the responsibility of the president of the Institution to notify the FEPP Program Manager.

GSA RESPONSIBILITIES

After the Institution has obtained approval from USDA for federally screened property, the General Services Administration (GSA) will grant final approval for the transfer of the excess personal property. GSA will generally approve transfers on a first-come, first-served basis. When there is more than one request for the same item, and the quantity available is not sufficient to meet the demand of all interested parties, GSA will consider factors such as national defense requirements, emergency needs, avoiding the necessity of a new procurement, energy conservation, transportation costs, and retention of title in the Government. GSA will normally give preference to the agency that will retain title in the Government. Requests for property for the purpose of cannibalization will normally be subordinate to requests for use of the property in its existing form.

PROGRAM REQUIREMENTS AND RESTRICTIONS

The following restrictions are associated with this FEPP Program.

1. Institutions will use FEPP acquired through this program in support of research, educational, technical, and scientific activities or for related programs.
2. In cases of competing requests for FEPP under this program, GSA and USDA will always give priority consideration to those agencies where title is retained by the Government.
3. The property in the Federal Supply Classification Groups (FSGs) listed below will not be transferred:
 - 10 - Weapons
 - 11 - Nuclear Ordnance
 - 13 - Ammunition and Explosives
 - 14 - Guided Missiles
 - 18 - Space Vehicles
4. The property in the FSGs listed below are discouraged from transfer and not approved on a routine basis. However, Institutions may request items in these FSGs. All requests will be referred to the Director, OPPM, for consideration and approval:
 - 15 - Aircraft and Airframe Structural Components
 - 16 - Aircraft Components and Accessories
 - 17 - Aircraft Launching, Landing, and Ground Handling Equipment

5. FEPP acquired under this program must be placed into use within one year after receipt and used for one year, before the Institution can dispose of the property.
6. Requests for cannibalization (removal of parts from one piece of property to repair or improve a similar piece of property), which is a secondary use of personal property, are considered subordinate to requests for primary use. When Institutions know that they will be obtaining the property for cannibalization purposes, they must clearly indicate this intent on their request (transfer order).

MONTHLY REPORTS

The FEPP Program Manager sends out reports on outstanding transfer orders at the beginning of each month. PMOs should review the report and if any transfer order is listed where property was received, ensure a receipt copy is sent to the FEPP Program Manager. If there are any issues with getting FEPP, the PMO should inform the FEPP Program Manager about the issue and if the Institution received an extension to pick up the items.

COSTS

FEPP obtained under this program is provided free of charge. However, the Institution must pay all costs associated with packaging and transportation. The Institution must specify shipping instructions (including 'pick-up'), in the shipping instructions section of the transfer order.

SCREENER

Screening is the process of viewing property or physically inspecting property or reviewing reports of property that is available for transfer. A screener is an individual designated by an Institution's PMO, and authorized by USDA to visit (physically or online) property sites for the purpose of inspecting personal property intended for use by the Institution. This person can be the same person as the PMO or can be another individual. The screener should be knowledgeable of the Institution's programs and needs, as well as FEPP policies and procedures.

SCREENER'S IDENTIFICATION CARD

Screeners must have either a valid Screener's Identification Card or a letter from the PMO to gain access to military bases and federal facilities. Individuals designated by an Institution's PMO to be a screener must complete Optional Form 92, Screener's Identification Card (see [Exhibit G](#), Screener's Identification Card). This form cannot be duplicated (do not make copies of Exhibit G). These cards can be obtained from the FEPP Program Manager. The PMO will ensure required fields are completed on the card and send the card and a passport size photograph of the screener, along with the PMO's designation of the person as a screener for their Institution, to the FEPP Program Manager. The FEPP Program Manager will finalize the card and return to the screener. Screener's Identification Cards are valid for two years. It is the PMO's responsibility to request a renewal card for screener's that have expired cards. PMOs must return Screener's Identification Cards to the FEPP Program Manager when they expire, are terminated, or the employee is no longer a screener for the Institution.

WHERE TO SCREEN FOR PROPERTY (physically)

Although most Federal installations can be a source of excess personal property, your time would be most effectively spent by screening property generated by the Department of Defense (DoD) and located at Defense Logistics Agency (DLA) Disposition Service offices and DoD contractor facilities (www.dispositionservices.dla.mil/). DoD installations generate large quantities of excess on their own, and many smaller offices in the surrounding area often turn in their property there also. Screeners may also inspect excess personal property located at various civilian agency facilities throughout the United States. You can contact GSA Personal Property Management (www.gsa.gov/ppmo) or local GSA Area Property Officers (www.gsa.gov/apo) for additional guidance/assistance. Screeners will need proof of authorization by presenting either a valid Screener's Identification Card or a 'Letter of Authorization to Remove Property' to enter a federal facility. Before you perform an on-site visit, it is best to check what type of identification is required.

WHERE TO SCREEN FOR PROPERTY (online)

Screeners can locate excess property online using the Federal Disposal System (GSAXcess®). GSAXcess® is GSA's computer system for recording, tracking and controlling the nationwide inventory of excess and surplus property of the Federal government. The Agency Asset Management System (AAMS) is a module contained within GSAXcess® which lists USDA internal excess property only, before it is listed with other federal agencies' excess. For more information about GSAXcess® visit the website at www.gsaxcess.gov

Institutions are encouraged to use GSAXcess®/AAMS when screening and selecting property. Once the desired property has been selected in GSAXcess®/AAMS, through the process of placing items in a “virtual shopping cart” and processing through checkout, the system will provide a confirmation statement to the requester by e-mail. GSAXcess® will automatically send transfer requests for selected property to the appropriate PMO for approval of the request. Screeners can also submit a “Want List” in GSAXcess®/AAMS.

PMOs must submit requests for user access to GSAXcess®/AAMS to the FEPP Program Manager with the following user information: name, telephone number, fax number e-mail address and type of access whether search only, or search and freeze (select).

The FEPP Program Manager will enter new users into the system. All users will have the PMO as their approving official. GSAXcess® automatically sends the user an e-mail with their user identification and temporary password. The FEPP Program Manager sends an email to the PMO when the new user(s) have been entered into the system. If the new user does not get the e-mail with their ID and password, they need to check their spam or junk e-mail folders. Some Institutions have experienced problems receiving e-mails from the system. If you cannot get access to the e-mail, contact the FEPP Program Manager. GSA has been very helpful by working with the various Institutions’ Information Technology employees to correct this problem. Users are responsible for accessing the system and establishing a permanent password. The system automatically deletes User ID’s for users that have not accessed the system within a 1-year period. Users will receive an e-mail notification prior to the system deleting their ID.

USING THE GSAXCESS®/AAMS SYSTEM

The GSAXcess®/AAMS system is user friendly. Although many new users learn by ‘playing’ around in the system, there are various guides available on the GSAXcess® website <http://gsaxcess.gov/htm/xcessuserguides.htm>, e.g. GSAXcess® User Guide, Department of Agriculture (USDA) Agency Asset Management System (AAMS) User Guides. The FEPP Program Manager is also available for any questions and assistance to all new users.

REMOVAL PERIODS FOR EXCESS PROPERTY

This is the “pick-up” timeframe for excess property that has been approved for transfer by USDA or GSA. The removal period begins with the date of USDA approval for property listed in AAMS or the date of GSA allocation for property listed in GSAXcess®. Holding agencies will advise GSA if property is not removed. For Recycling Control Points (RCP) and Non-DoD Agencies - 15 days. For RCP property, the date of allocation is the Julian date in the requisition number of the transfer order. Note: RCP property is excess Defense Logistics Agency property in Supply Condition Codes A through F that is located at DLA depots (Supply Condition Codes can be reviewed at <https://www.dispositionservices.dla.mil/rtd03/conditioncode.shtml>). Defense Logistics Agency Disposition Service offices (DLA Disposition Services) – 21 days from the date of allocation.

HOW TO SCREEN

Screeners should be trained for the job and advised of the types of property that is required for the Institution. There is a wide variety of property being released at government facilities. Sometimes a large quantity of unusable property is picked up because the Institution's needs were not clearly communicated to the screener. Institutions should develop a well defined FEPP acquisition plan to guide the screener in their effort to meet the needs of the Institution. Screeners will see items, on site, that were not anticipated but would be useful to the Institution. An acquisition plan, experience and knowledge of the needs of the Institution will assist a screener in determining unanticipated needs.

Physically screening property usually means a visit to a military facility, which involves passing through some form of security. Depending on the base's mission and other factors, entry may involve simply driving in, or going to an office to sign in and receive a pass. Each installation is different, and screeners are advised to contact the site and ask about the specific security requirements, before they go to the site.

The first trip to a facility will probably require some effort in order to locate the site where the property is being held. If there is a guard or check-in point at the gate, ask for directions. Once you have arrived at the site, it is important to sign in and present your Screener's Identification Card or Letter of Authorization to Remove Property.

After receiving approval of your transfer request, promptly contact the holding activity to arrange pickup dates and discuss any unusual circumstances involving removing the property. Communication and timeliness are vital to operating a successful FEPP Program. It is important to establish good working relationships with GSA Area Property Officers, and military and civilian agencies that dispose of excess property.

When screening online, it is important to contact the holding agency to ask any questions you may have about the property. Although the property will be noted with a condition, Institutions are encouraged to contact the holding agency and verify the condition of the property.

Note – When screening online, some property items will have a 'Y' in the 'Reimb' column on the property list. The 'Y' indicates that this is a reimbursable property item. The holding agency wants to sell this item in order to use the proceeds to buy a similar item. Institutions are eligible to obtain these items at the cost agreed to by both parties. The Institution may negotiate the fair market value reimbursement directly with the holding agency.

WHAT EXCESS IS AVAILABLE?

The following pictures show some of the various property items received by Institutions participating in this program.



150 workstations which included:
CPU, monitor, key board and
printer.



A complete set of office furniture
for the Dean's office.



Copy machine.



Earth moving equipment.



Trailer to house Nursing program.
Also the motorcycle to assist in
inspecting fences for damage.



This piece of property is used for
maintenance of the facility.



Used to move property around the
campus.



Car used by the Administrator and
only had 31k miles when acquired.



Utility vehicles.



This truck used to move items between campuses.



Flatbed used to move property from DLA to Institution.



Utility truck used for maintenance.

RECEIPT OF FEDERAL EXCESS PERSONAL PROPERTY

Once the Institution physically receives the property, the Institution is required to immediately return a copy of the transfer order to the FEPP Program Manager either by mail, fax or email. The PMO will sign the transfer order, note the date items were picked up, and indicate if 'All items were received' or specify any changes. Title does not transfer until the receipt copy is received by USDA. The Institution is also responsible for reporting any cancellations to USDA.

ACCOUNTABILITY AND RECORDKEEPING

USDA requires that property, received by an eligible Institution participating in this program, be placed into use for the purpose it was acquired within 1 year of receipt of the property and used for that purpose for a least 1 year thereafter.

All eligible Institutions must maintain accurate and complete property records for USDA furnished property. The property records should include description (including model number and manufacturer) of the property item, serial number, original acquisition cost, location, date acquired by the Institution, date put into use and USDA document control number. The Institution must also maintain documentation on any disposal action taken on the property. The Institution must maintain FEPP acquired property in a manner equal to the maintenance of the Institution's own property.

DISPOSAL OF FEPP PROPERTY

Once the requirements for retention of property are met by the Institution (see [Accountability and Recordkeeping](#)), property no longer needed will be disposed of in accordance with the Institution's disposal practices. Property acquired through this program must never be disposed of in any manner which is detrimental or dangerous to public health or safety. Electronic equipment should only be disposed of through a certified recycler and never sent to landfill or incinerated. Any costs incurred during the disposal process are the responsibility of the Institution.

FEPP PROGRAM REVIEWS

The FEPP Program Manager, or their representative, may conduct periodic personal property management reviews of an Institution's FEPP program to ensure compliance with all Federal and Departmental regulations, policies, and procedures. During these reviews, the effectiveness of FEPP policies and procedures is also analyzed. The goal of these reviews is to assist the Institution in improving their FEPP property management operation. The review process may include: A question & answer session to help the FEPP Program Manager become acquainted with the Institution's FEPP staff, gain an awareness of the office resources and understand the office functions; A visual inspection of FEPP property; A file review which may include PMO

files, internal property management correspondence, policy statements, and courses of actions on various issues to help ensure compliance with appropriate policies and procedures and determine how the Institution's FEPP program implements FEPP policies and procedures; and, Discussions to help clarify any issues or concerns that have developed during the review and provide an opportunity to exchange ideas. After completing the review, the FEPP Program Manager will conduct an exit interview, to discuss findings and recommendations, and will prepare a written report, requesting an action plan if necessary.

USERS AND SCREENERS ASSOCIATION

The Users and Screeners Association (USA) is an independent group of Federal agencies, cost reimbursement contractors, project grantees, government corporations, Federal cooperators from land-grant universities, and various other groups and organizations. USA is a unique blend of screeners who are looking to acquire property and Federal property managers who are anxious to dispose of property. The purpose of the organization is to share expertise, alert members to program changes, promote the benefits of using FEPP, develop professionalism among federal screeners, and provide a unified voice on Federal concerns. USA - FEPP members have access to a variety of resources, policy and operational information, screening and acquisition tools, reference materials, and contact information required to maximize their reutilization potential.

Visit the USA - FEPP website (<http://www.usa-fepp.org/>) for the following:

- Searchable directory of over 500 Users and Screeners of Federal excess personal property including names, agencies, addresses, phone, fax, and clickable e-mail addresses.
- An interactive Forum where members and visitors can interact and exchange information regarding FEPP issues, equipment available, equipment needed questions, ideas, etc.
- A "Frequently Asked Questions" section, which addresses over 75 common questions relating to Federal Excess Property topics.
- A Glossary of commonly used terms and acronyms used within FEPP programs every day.
- A Resource and Reference section including numerous links on the web related to FEPP issues, downloadable forms, downloadable FSC listing, links to DRMO site information, direct access to the FEDS screening system, and information on the Recycling Control Point (RCP) program. Even links to travel, weather, and transportation resources are included.

There are two ways to become a member of USA - FEPP:

1. Attend the annual Professional Workshop and Conference (Dues are included in the meeting registration fee); or,
2. Visit the membership application page on the website and apply for membership via hardcopy.

GLOSSARY

Commonly used Acronyms

A&D – Abandonment and Destruction

AAC – Activity Address Code

AAMS – Agency Asset Management System

AGPMR - Agriculture Property Management Regulations

APO – Area Property Officer

DLA - Defense Logistics Agency

DM - Departmental Management

DoD – Department of Defense

DRMO - Defense Reutilization and Marketing Office

DRMS - Defense Reutilization and Marketing Service

ERD – Excess Release Date

FAIR - Federal Agriculture Improvement and Reform Act

FAS – Federal Acquisition Service (formerly FSS)

FEDS - Federal Disposal System

FEPP - Federal Excess Personal Property

FMR - Federal Management Regulation

FSC - Federal Supply Classification (Class)

FSG - Federal Supply Classification (Group)

FSS - Federal Supply Service (now FAS)

GSA - General Services Administration

NASASP – National Association of State Agency for Surplus Property

NPMA – National Property Managers Association

NSN - National Stock Number

NUO – National Utilization Officer

OPPM – Office of Procurement and Property Management

P.L. – Public Law

PMD - Property Management Division

PMO - Property Management Officer

RCP - Recycling Control Point

RTD - Reutilization, Transfer and Donation

SASP – State Agency for Surplus Property

S.F. – Standard Form

SRD – Surplus Release Date

USA – Users and Screeners Association

U.S.C. – United States Code

USDA – United States Department of Agriculture

V.I.N. – Vehicle Identification Number

Definitions

Accountability - Maintaining an account (record) for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

Activity Address Code (ACC) - A six-digit identification number used by GSA to identify the Federal Excess Personal Property Program. USDA's activity address code for this program is 1231RX.

Acquisition Cost - Original cost to the Federal Government to acquire the property item (includes all costs incurred to bring the asset to a form and location suitable for its intended use).

Agriculture Property Management Regulations - USDA's internal personal property management regulations and supplements to the FMRs.

Allocation - Assigning property among competing requests based on pre-established criteria.

Area Utilization Officer - A GSA employee who provides geographic area-specific expertise regarding screening and inspecting excess personal property

Cannibalization - Removing usable parts from one piece of property to repair or improve a similar piece of property.

Condition Code - An alpha or numeric code that identifies the present condition of property.

<u>Code</u>	<u>Definition</u>
1	New/Unused - Property which is in new condition and can be used immediately without modification or repairs.
4	Usable - Property which shows some wear, but can be used without significant repair.
7	Repairable - Property which is unusable in its current condition but can be economically repaired.
X	Salvage - Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap - Property which has no value except for its basic material content.

Defense Logistics Agency - The Department of Defense's largest logistics combat support agency, providing worldwide logistics support in both peacetime and wartime to the military services as well as several civilian agencies and foreign countries.

DLA Disposition Services - Part of the Defense Logistics Agency and responsible for disposal of excess property received from the military services. Headquarters is located in the Hart-Dole-Inouye Federal Center in Battle Creek, Michigan (formerly the Defense Reutilization and Marketing Service)

Defense Reutilization and Marketing Office - The accountable property office at military installations responsible for property disposal, a subdivision of the Defense Reutilization and Marketing Service.

Defense Reutilization and Marketing Service – See [DLA Disposition Services](#).

DEMIL - Short for Demilitarization. As defined by the Department of Defense – The act of eliminating the functional capabilities and inherent military design features from DoD personal property. Methods and degree range from removal and destruction of critical features to total destruction by cutting, crushing, shredding, melting, burning, etc. DEMIL is required to prevent property from being used for its originally intended purpose and to prevent the release of inherent design information that could be used against the United States. DEMIL applies to DoD personal property in both serviceable and unserviceable condition.

Excess Personal Property - Any personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee.

Excess Release Date - The date when the internal (USDA only) screening cycle ends. It is calculated by taking the report date and adding 15 calendar days (3 days for Exchange/Sale property).

Federal Agency - Any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his/her direction).

Federal Management Regulation – The successor regulation to the Federal Property Management Regulation (FPMR). Prescribes policies concerning property management and related administrative activities. GSA issues these regulations to carry out the Administrator of General Services' functional responsibilities, as established by statutes, Executive orders, Presidential memoranda, Circulars and bulletins issued by the Office of Management and Budget (OMB), and other policy directives.

Federal Excess Personal Property - Refers to any property which is excess to a Federal agency.

Federal Supply Classification - The primary application of this code number is in the National Stock Number (NSN).

Federal Supply Class - Each class covers a relatively homogeneous area of commodities, in respect to their physical or performance characteristics, or in the respect that the items included therein are such as are usually requisitioned or issued together, or constitute a related grouping for supply management purposes. The first four digits of the national stock number.

Federal Supply Group - Identifies, by title, the commodity area covered by classes within the group. The first two digits of the national stock number.

Freeze - See [Select](#).

General Services Administration - 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® - The customer interface to the Federal Disposal System. It is a totally web enabled platform that eligible customers use to access all customer functions of the Federal Disposal System, i.e. reporting, searching and selecting property. Provides agencies a means of electronically reporting their excess personal property to GSA. Users search GSA's inventory through a process known as screening, and may request property for transfer by selecting specific property items and placing these property items in a virtual shopping cart.

Holding Agency - The Federal agency having accountability for, and generally possession of, the property involved.

Item Control Number - Internal number assigned to track excess and surplus property in GSAXcess® and AAMS. The number is made up of an agency's 6 position Activity Address Code, followed by the 4 position current Julian date, followed by a 4 position Serial Number (agency number) and finally an optional Serial Number Suffix.

Line item - A single line entry, on a reporting form or transfer order, for items of property of the same type having the same description, condition code, and unit cost.

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

Munitions List Items - Commodities (usually defense articles/defense services) listed in the International Traffic in Arms Regulation (22 CFR part 121), published by the U.S. Department of State.

National Association of State Agencies for Surplus Property - An organization to which its individual members (see [State Agency for Surplus Property](#)) subscribe to the principles set forth in their Code of Ethics. The association maintains active leadership in establishing and promoting ways and means of acquiring and distributing equitably, federal personal property to public agencies and other eligible entities.

National Stock Number - A 13-digit identifying number used for Federal government property. Consists of the applicable four-digit Federal Supply Classification Code number plus the nine-digit National Item Identification Number (NIIN).

National Utilization Officer - Property officers within each federal agency who coordinate with GSA and OPPM to provide user accessibility to the GSAXcess® federal disposal and screening system.

Personal Property - Property of any kind except: real property, records of the Federal Government, and naval vessels in the following categories: battleships, cruisers, aircraft carriers, destroyers and submarines.

Property Management Officer - The individual, appointed by the Institution's president, who is responsible for administering the FEPP Program at the Institution.

Reporting Agency - The agency that initiates the report for excess personal property. The reporting agency may or may not be the same as the holding agency.

Screen - To search for excess property: on-site, online or from other sources.

Screener's Identification Card - Optional Form 92. Identification card used by non-Federal employees to gain access to government sites for on-site screening. This card must have the USDA's FEPP Program Manager's signature to be valid.

Screening period - The period in which excess and surplus personal property are made available for excess transfer or surplus donation to eligible recipients.

Select – The process of requesting, or putting a 'hold', on a piece of property for possible transfer. Selecting, or freezing, does not reserve property, it expresses an interest in obtaining the property; multiple freezes may be placed on a single piece of property. GSA allocates the final disposition of property based on the date the property was 'selected', or 'frozen', and other priorities.

State Agency for Surplus Property (SASP) - The agency designated under State law to receive Federal surplus personal property for distribution to eligible donees within the State as provided for in 40 U.S.C. 549.

Surplus Property - Excess personal property no longer required by the Federal agencies as determined by GSA.

Surplus Release Date - The date that federal screening ends and excess property becomes surplus property (eligible for donation). It is calculated by taking the [Excess Release Date](#) and adding the appropriate number of days for the type of property. E.g. Regular property - 21 days; Exchange/Sale property - 2 days; FSG 71 furniture -14 days; FSG 70 computers for CFL - 7 days CFL, 14 days GSAXcess®; Vessels 50 Ft and over and Aircraft (1510, 1520) -60 days.

Transfer with reimbursement - Is a transfer of excess personal property between Federal agencies where the recipient is required to pay, i.e. reimburse the holding agency, for the property.

Unit cost – Is the original acquisition cost of a single item of property (see [Acquisition Cost](#)).

Utilization - The method by which excess personal property is identified, processed, reported, acquired, and transferred among Federal agencies.

Unserviceable Property - Property which is in scrap or salvage condition.

United States Department of Agriculture - USDA. A department under the Executive Branch of Government. The Office of Procurement and Property Management is a USDA agency.

Want List - A list of current or prospective needs for excess personal property. Users may submit their 'Wants', by Item Name, FSC and NIIN, FSC and Item Name. The GSAXcess® system will search each day's receipts to determine matches. Any day there is a match (in either the GSAXcess® or AAMS database), the system will generate an email notifying the user of the item's availability.

Eligible Institutions

1890 Land-Grant Institutions - The 1890 Land-Grant Institutions were created as a result of the Second Morrill Act of 1890. Prior to this, the United States Congress passed the First Morrill Act of 1862, which authorized the establishment of a land-grant institution in each state to educate citizens in agriculture, home economics, mechanical arts, and other practical professions. The passage of the Second Morrill Act by the United States Congress in 1890, expanded the 1862 system of land-grant universities to include historically black institutions.

To view a list of the 1890 Land-Grant Institutions, use the following link:

<http://www.nal.usda.gov/see-list-1890-land-grant-institutions>

1994 Land-Grant Institutions – Also known as ‘Tribal Colleges’. The Tribal Colleges were created over the last 30 years in response to the higher education needs of American Indians and generally serve geographically isolated populations that have no other means of accessing education beyond the high school level. In 1994, Congress designated specific Tribal Colleges as land-grant institutions through the "Equity in Educational Land-Grant Status Act of 1994" Public Law 103-382.

To view a list of the 1994 Land-Grant Institutions, use the following link:

http://www.ascr.usda.gov/faq/faq1994_cr.html#1994A

Hispanic-Serving Institutions - Accredited and degree-granting public or private nonprofit institutions of higher education with at least 25 percent or more total undergraduate Hispanic full-time equivalent student enrollment.

A listing of eligible Hispanic-Serving Institutes is not available. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations.

Use the following link to the NCES website for data on Hispanic-Serving Institutions:

<http://nces.ed.gov/collegenavigator/>

Rules and Regulations

Federal Register

Tuesday, October 27, 1998

DEPARTMENT OF AGRICULTURE
7 CFR Chapter XXXII
RIN 0500-AA00

Office of Procurement and Property Management; Uniform Procedures for the Acquisition and Transfer of Excess Personal Property

AGENCY: Office of Procurement and Property Management.

ACTION: Final rule.

SUMMARY: The final rule sets forth uniform procedures for the acquisition and transfer of excess personal property to the 1890 Land Grant Institutions (including Tuskegee University), the 1994 Land Grant Institutions and the Hispanic-Serving Institutions in support of research, educational, technical, and scientific activities or for related programs as authorized by section 923 of the Federal Agriculture Improvement and Reform Act (FAIR) of 1996 (Pub. L.104-127), 7 U.S.C. 2206a.

EFFECTIVE DATE: November 27, 1998.

FOR FURTHER INFORMATION

CONTACT: Kathy Fay on 202-720-9779.

SUPPLEMENTARY INFORMATION:

- I. Background
- II. Analysis of comments
- III. Procedural Requirements
 - A. Executive Order Nos. 12866 and 12988.
 - B. Regulatory Flexibility Act.
 - C. Paperwork Reduction Act.
 - D. Small Business Regulatory Enforcement Fairness Act.
- IV Electronic Access Addresses

I. Background

The proposed rule was published in the **Federal Register** on January 23, 1998 (63 FR 3481). Three comments were received.

II. Analysis of comments

The General Services Administration (GSA) requested that Accountable Utilization Officer be changed to Area Utilization Officer. GSA was unclear if the Department of Agriculture (USDA) would sign the Standard Form 122, Transfer Order Excess Personal Property as the approving office and forward the document to GSA for final approval. USDA will sign the SF-122 as the approving office and forward the

document to GSA for final approval. GSA asked we note that where there are competing Federal requests for excess property, GSA gives a higher priority to those requests where title will be retained by the Federal Government. Changes have been made to section 3200.4 to clarify the rule and incorporate the GSA recommended addition. GSA also expressed concern about USDA's plan to conduct compliance checks. USDA intends to conduct scheduled compliance reviews on an annual basis to ensure that the property is being used for intended purposes, and has added additional language to section 3200.9 to so state. The State of South Dakota, Federal Property Agency requested that we not transfer title of excess personal property to the 1890 Land Grant Institutions, (including Tuskegee University), 1994 Land Grant Institutions and Hispanic-Serving Institutions. The State of South Dakota, Federal Property Agency expressed concern that the transfer of title would prevent further return of the property to Federal surplus when no longer needed by an eligible institution. This would deprive other State, local and nonprofit agencies of potential future use of the property. USDA believes that transferring title of excess personal property to institutions for the most part located in economically disadvantaged rural and urban areas will improve research, educational, technical, and scientific activities and related programs and build capacity on the respective campuses. The State of South Dakota, Federal Property Agency is concerned about usable excess personal property being requested for purposes of cannibalization. The State of South Dakota, Federal Property Agency suggests excess personal property should be screened first for use of the property for its intended purpose.

USDA notes that eligible institutions are required to submit a supporting statement with each excess personal property request to cannibalize. The supporting statement must justify clearly the cannibalization, and indicate that cannibalizing the requested property

for secondary use has a greater benefit than utilization of the item in its existing form. USDA has added a new subsection to 3200.6 to prohibit stockpiling of excess personal property, and note that requests for cannibalization normally are subordinate to requests for complete items. The National Association of State Agencies for Surplus Property (NASASP) opposed the proposed rule out of concern that the transfer of title would have a negative effect on the amount of property available for the Federal surplus property donation program.

USDA believes targeting institutions located for the most part in areas that are economically disadvantaged will improve their capacity in the areas of research, educational, technical, and scientific activities. With respect to concern regarding accountability for the property and improper use for cannibalization purposes, USDA notes that eligible institutions violating the provisions of this part may face suspension and debarment under 7 CFR part 3017. Additional, non-substantive stylistic changes also have been made.

III. Procedural Requirements

A. Executive Order Nos. 12866 and 12988

This rule has been determined to be not significant for purposes of Executive Order 12866 and, therefore, has not been reviewed by the Office of Management and Budget (OMB). The proposed rule has been reviewed under Executive Order 12988, Civil Justice Reform. The proposed rule meets the applicable standards in section 3 of Executive Order 12988.

B. Regulatory Flexibility Act

The Department of Agriculture certifies that this rule will not have a significant economic impact on a substantial number of small entities as defined in the Regulatory Flexibility Act, 5 U.S.C. 601 *et seq.* This certification is based on the fact that the regulation imposes no new requirements on small entities, and that any impact on the reduction of surplus property due to the transfer of title will be minimal because most property

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returned to USDA by the institutions for surplus in the past has been unusable.
C. Paperwork Reduction -The information collection and recordkeeping requirements to implement these procedures have been cleared by the Office of Management and Budget (OMB), under 0505-0019, in accordance with the Paperwork Reduction Act., 44 U.S.C. 3500 *et seq.*

D. Small Business Regulatory Enforcement Fairness Act -This rule has been submitted to each House of Congress and the Comptroller General in accordance with the Small Business Regulatory Enforcement Fairness Act of 1996, 5 U.S.C. 801, *et seq.*

IV. Electronic Access Addresses - You may send electronic mail (E-mail) to kathy.fay@usda.gov or contact us via fax at (202) 720-3747.

List of Subjects in 7 CFR Part 3200
Excess Government property, Government property, Government property management. For the reasons set forth in the preamble, the Department of Agriculture establishes chapter XXXII of title 7 of the Code of Federal Regulations to read as follows:

CHAPTER XXXII—OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT, DEPARTMENT OF AGRICULTURE

Part 3200—Department of Agriculture guidelines for the acquisition and transfer of excess personal property. 3201—3299 [Reserved]

PART 3200—DEPARTMENT OF AGRICULTURE GUIDELINES FOR THE ACQUISITION AND TRANSFER OF EXCESS PERSONAL PROPERTY
Sec.

- 3200.1 Purpose.
- 3200.2 Eligibility.
- 3200.3 Definitions.
- 3200.4 Procedures.
- 3200.5 Dollar limitation.
- 3200.6 Restrictions.
- 3200.7 Title.
- 3200.8 Costs.
- 3200.9 Accountability and record keeping.
- 3200.10 Disposal.
- 3200.11 Liabilities and losses.

Authority: 5 U.S.C. 301; 7 U.S.C. 2206a.

§ 3200.1 Purpose.

This Part sets forth the procedures to be utilized by Department of Agriculture (USDA) in the acquisition and transfer of excess property to the 1890 Land Grant Institutions (including Tuskegee University), 1994 Land Grant Institutions, and the Hispanic-Serving Institutions in support of

research, educational, technical, and scientific activities or for related programs as authorized by 7 U.S.C. 2206a. Title to the personal property shall pass to the institution.

§ 3200.2 Eligibility.

Institutions that are eligible to receive Federal excess personal property pursuant to the provisions of this part are the 1890 Land Grant Institutions (including Tuskegee University), 1994 Land Grant Institutions, and the Hispanic-Serving Institutions conducting research, educational, technical, and scientific activities or related programs.

§ 3200.3 Definitions.

(a) *1890 Land grant institutions*—any college or university eligible to receive funds under the Act of August 30, 1890 (7 U.S.C. 321 *et seq.*), including Tuskegee University.

(b) *1994 Land grant institutions*—any of the tribal colleges or universities as defined in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note).

(c) *Hispanic-serving institutions*—institutions of higher education as defined in section 316(b) of the Higher Education Act of 1965 (20 U.S.C. 1059c (b)).

(d) *Property management officer*—is an authorized USDA or institution official responsible for property management.

(e) *Screener*—is an individual designated by an eligible institution and authorized by the General Services Administration (GSA) to visit property sites for the purpose of inspecting personal property intended for use by the institution.

(f) *Excess personal property*—is any personal property under the control of a Federal agency that is no longer needed.

(g) *Cannibalization*—is the dismantling of equipment for parts to repair or enhance other equipment.

§ 3200.4 Procedures.

(a) To receive information concerning the availability of Federal excess personal property, an eligible institution's property management officer may contact their regional GSA, Area Utilization Officer. All property management officers of eligible institutions will be placed on the USDA mailing list for information on the availability of property. USDA excess property will first be screened by USDA agencies through the Departmental Excess Personal Property Coordinator (DEPPC) using the PMIS/PROP system.

(b) Excess property selected by screeners of eligible institutions should be inspected

whenever possible, or the holding agency should be contacted to verify the condition of the items, because interpretation of condition codes varies among Federal agencies.

(c) If the condition of the item is acceptable, the institution should "freeze" (reserve) items by calling the appropriate GSA office or USDA Departmental Excess Personal Property Coordinator (DEPPC). Since GSA may have several "freezes" on a piece of equipment, it is critical that the paperwork be submitted as soon as possible. Further, while transfers of excess personal property normally will be approved by GSA on a first-come-first-serve basis, consideration will be given to such factors as national defense requirements, emergency needs, preclusion of new procurement, energy conservation, equitable distribution, and retention of title in the Government.

(d) Eligible institutions may submit property requests by mail or fax on a Standard Form 122, "Transfer Order Excess Personal Property," with a written justification statement (submitted by the recipient) explaining how the property will be used for research, educational, technical, or scientific activity or for related programs.

(e) The SF-122 should be signed by the eligible institution's property management officer or authorized designee.

(1) The following information should also be provided:

- (i) Date prepared.
- (ii) GSA/DEPPC address.
- (iii) Ordering Agency and address.
- (iv) Holding Agency and address.
- (v) Name and address of Institution.
- (vi) Location of property.
- (vii) Shipping instruction (including institution contact person and phone number).
- (viii) Complete description of property including original acquisition cost, serial number, condition code, and quantity.

(2) This statement needs to be added following the property description but does not serve as a justification statement:

The property requested hereon is certified to be used in support of research, educational, technical, and scientific activities or for related programs. This transfer is requested pursuant to the provisions of section 923 of Pub. L. 104-127 (7 U.S.C. 2206a).

(f) The SF-122 should be forwarded to USDA for approval and signature by an authorized USDA official. As

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confirmation of approval, the eligible institution's property management officer will receive a stamped copy of the SF-122. If the request is disapproved, it will be returned to the property management officer of the eligible institution with an appropriate explanation. All USDA approved SF-122's will be forwarded to DEPPC or the appropriate GSA office for final approval.

(g) Once the excess personal property is physically received, the institution is required to immediately return a copy of the SF-122 to USDA indicating receipt of requested items. Cancellations should also be reported to USDA.

Note: USDA shall send an informational copy of all SF-122's transactions to GSA.

§ 3200.5 Dollar Limitation.

There is no dollar limitation on excess personal property obtained under these procedures.

§ 3200.6 Restrictions.

(a) The authorized USDA official will approve the transfer of excess personal property in the following groups for the 1890 Land Grant Institutions (including Tuskegee University), 1994 Land Grant Institutions and the Hispanic-Serving Institutions in support of research, educational, technical, and scientific activities or for related programs:

ELIGIBLE FEDERAL SUPPLY CODE GROUP

FSC group	Name
12...	Fire Control Equipment.
19...	Ships, Small Crafts, Pontoons, and Floating Docks.
22...	Railway Equipment.
23...	Vehicles, Motor Vehicles, Trailers and Cycles.
24...	Tractors.
26...	Tires and Tubes.
28...	Engines, Turbines and Components.
29...	Engine Accessories.
30...	Mechanical Power Transmission Equipment.
31...	Bearings.
32...	Woodworking Machinery and Equipment.
34...	Metal Working Machinery.
35...	Service and Trade Equipment.
36...	Special Industry Machinery.
37...	Agricultural Machinery and Equipment.
38...	Construction, Mining, Excavating and Highway Maintenance Equipment.
39...	Material Handling Equipment.
40...	Rope, Cable, Chain, and Fittings.

41...	Refrigeration, Air Conditioning and Air Circulating Equipment.
42...	Fire Fighting, Rescue, and Safety Equipment.
43...	Pumps, Compressors.
44...	Furnace, Steam Plant, and Drying.
45...	Plumbing, Heating, and Sanitation Equipment; and Nuclear Reactors.
46...	Water Purification and Sewage Treatment Equipment.
47...	Pipe, Tubing, Hose, and Fittings.
49...	Maintenance and Repair Shop Equipment.
51...	Hand Tools.
52...	Measuring Tools.
53...	Hardware and Abrasives.
54...	Prefabricated Structures and Scaffolding.
55...	Lumber, Millwork, Plywood, and Veneer.
56...	Construction and Building Materials.
58...	Communication, Detection, and Coherent Radiation Equipment.
59...	Electrical and Electronic Equipment Components.
60...	Fiber Optics Materials, Components, Assemblies, and Accessories.
61...	Electric Wire, and Power and Distribution Equipment.
62...	Lighting Fixtures and Lamps.
63...	Alarm, Signal, and Security Detection Systems.
65...	Medical, Dental, and Veterinary Equipment and Supplies.
66...	Instruments and Laboratory Equipment.
67...	Photographic Equipment.
69...	Training Aids and Devices.
70...	General Purposes Automatic Data Processing Equipment (Including Firmware) Software, and Support Equipment.
71...	Furniture.
72...	Household and Commercial Furnishings and Appliances.
73...	Food Preparation and Serving Equipment.
74...	Office Machines, Text Processing Systems and Visible Record Equipment.
75...	Office Supplies and Devices.
76...	Books, Maps, and Other Publications.
77...	Musical Instruments, Phonographs, and Home-type Radios.
78...	Recreational and Athletic Equip
79...	Cleaning Equipment and Supplies.
80...	Brushes, Paints, Sealers, and

Adhesives.
81... Containers, Packaging and Packing Supplies.
83... Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags.
84... Clothing, Individual Equipment and Insignia.
85... Toiletries.
87... Agricultural Supplies.
88... Live Animals.
91... Fuels, Lubricants, Oils and Waxes.
93... Nonmetallic Fabricated Materials.
94... Nonmetallic Crude Materials.
95... Metal Bars, Sheets, and Shapes.
96... Ores, Minerals and their Primary Products.
99...Miscellaneous.

Note to paragraph (a): Requests for items in Federal Supply Code Groups other than those listed in this paragraph shall be referred to the Director of OPM for consideration and approval.

(b) Excess personal property may be transferred for the purpose of cannibalization, provided the eligible institution submits a supporting statement which clearly indicates that cannibalizing the requested property for secondary use has greater benefit than utilization of the item in its existing form.

(c) Use of the procedures in this part for the purpose of stockpiling of excess personal property for future cannibalization is prohibited. Transfer requests for the purpose of cannibalization will be considered, but are normally subordinate to requests for complete items.

§ 3200.7 Title.

Title to excess personal property obtained under Part 3200 will automatically pass to the 1890 Land Grant Institutions (including Tuskegee University), 1994 Land Grant Institutions, and the Hispanic-Serving Institutions once USDA receives the SF-122 indicating that the institution has received the property. **Note:** When competing Federal claims are made for particular items of excess personal property held by agencies other than USDA, with or without payment of reimbursement, GSA will give preference to the Federal agency that will retain title in the Government.

§ 3200.8 Costs.

Excess personal property obtained under this part is provided free of charge. However, the institution must pay all costs associated with packaging and transportation. The institution

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should specify the method of shipment on the SF-122.

§ 3200.9 Accountability and record keeping.

USDA requires that Federal excess personal property received by an eligible institution pursuant to this part shall be placed into use for a research, educational, technical, or scientific activity, or for a related purpose, within 1 year of receipt of the property, and used for such purpose for at least 1 year thereafter. The institution's property management officer must establish and maintain accountable records identifying the property's location, description, utilization and value. To ensure that the excess personal property is being used for its intended purpose under this part, compliance reviews will be conducted by an authorized representative of USDA. The review will include site visit inspections of the property and the accountability and record keeping systems.

§ 3200.10 Disposal.

When the property is no longer needed by the institution, it may be used in support of other Federal projects or sold, and the proceeds used for research, educational, technical, and scientific activities, or for related programs of the recipient institution.

§ 3200.11 Liabilities and losses.

USDA assumes no liability with respect to accidents, bodily injury, illness, or any other damages or loss related to excess personal property transferred under this part.

PARTS 3201-3299—[RESERVED]

W. R. Ashworth,

Director, Office of Procurement and Property Management.

[FR Doc. 98-28542 Filed 10-26-98; 8:45 am]

BILLING CODE 3410-PA-P

Exhibit B
Transfer Order – AAMS
Page 1 of 3

TO: SCREENER NAME
 Room No :
 FAX No: 202-###-####
 EMAIL Address : SCREENER@COLLEGE.EDU

FROM: S DEPARTMENT OF AGRICULTURE (USDA)
 OFFICE OF PROCUREMENT AND PROPERTY
 MAIL STOP 9304
 1400 INDEPENDENCE AVENUE, SW
 WASHINGTON, DC 20250

Dear Approving Official:

Attached is a computer generated Transfer Order for property which is being internally screened within the Department of Agriculture. The order was initiated as a freeze transaction by SCREENER NAME

To complete the request for transfer, sign and date the transfer order, then send it to the Property Custodian official listed below.

CUSTODIAN : CUSTODIAN NAME
 605-###-####
FAX: 605-###-####
EMAIL Address: custodian@agency.usda.gov

The property being requested is located at the following address:

ADDRESS LINE 1
ADDRESS LINE 2
CITY, ST ZipCD

If you have questions regarding the property, direct them to the Point of Contact listed below:

Point of Contact: POC NAME
FAX: 605-###-####
EMAIL Address: poc@agency.usda.gov

To make arrangements for transfer of the property, contact the Property Custodian official above.

If you wish to make changes to the Transfer Order, line out the data you wish to change and annotate the change directly on the hardcopy of the order.

If this request is an emergency, please annotate this and the nature of the emergency on the hardcopy of the Transfer Order in the Shipping Instructions block (e.g., Emergency - Flood).

No action will be taken on this order unless Custodian receives a signed copy. If the Transfer Order is not approved within 30 days of the freeze transaction you must delete the freeze in AAMS.

TRANSFER ORDER
 EXCESS PERSONAL PROPERTY

TO:
 CUSTODIAN NAME
 605-###-####
 605-###-#### (FAX)

Ordering Activity:
 COLLEGE/UNIVERSITY.INSTITUTION NAME
 USDA OFFICE OF OPERATIONS
 COURT 4 EAST DOCK
 1400 INDEPENDENCE AVE SW MS 9304
 WASHINGTON DC 20250

Reporting Activity:
 REPORTING ACTIVITY NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY, ST ZipCD

Freeze Activity:
 SCREENER NAME
 202-###-####

Location of Property:
 REPORTING ACTIVITY NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY, ST ZipCD

Ship To:
 COLLEGE/UNIVERSITY.INSTITUTION NAME
 USDA OFFICE OF OPERATIONS
 COURT 4 EAST DOCK
 1400 INDEPENDENCE AVE SW MS 9304
 WASHINGTON DC 20250

Appropriation Symbol and Title:

Shipping Instructions:

Item Control No.	UI	Quantity	Unit Cost	Total Cost
123456 7890 12345	EA	1	\$13,495.62	\$13,495.62

Condition: Unused Excess Release Date: 03/20/2012 VIN: 1ABCD2EF3GH345789

Noun Name: PASSENGER MOTOR VEHICLES

Reporting Activity Approval:

Ordering Agency Approval:

SIGNATURE: _____ SIGNATURE: _____
 DATE: _____ DATE: _____
 TITLE: _____ TITLE: USDA FEPP Program Manager
 FAX: _____

CERTIFICATION: The property requested hereon *is* certified to be used in support of research, educational, technical, and scientific activities or for related programs. This transfer is requested pursuant to the provisions of Section 923 Pub. L. 104-127(7 U.S.C.2206a). Also, in accordance with these provisions USDA authorizes transfer of title of this property to the college/university/institution.

Date:

Signature of University Property Officer

SAMPLE

Exhibit C
Transfer Order – GSAXcess®
Page 1 of 3

DATE: 03/14/12

TO: SCREENER, NAME
 USDA FAIR Act Screener
 (FAX) 202-###-####

FROM: Federal Acquisition Service / FB

Dear Screener/Approving Official

Attached is a computer generated Transfer Order for Excess Property.

To approve and complete this transfer request you must log into www.GSAXcess.gov. Upon successful login to GSAXcess, you will see a red block entitled "Approve TO" in the red menu bar at the top of the screen. By clicking the "Approve TO" block, the system will automatically direct you to the Approve Transfer Orders screen where all of your current approval transactions will be displayed. NOTE: Only Approving Officials will see the "Approval TO" block and only Approving Officials can Approve Transfer in GSAXcess.

If necessary, you will be able change the quantity requested and shipping address by either indicating online the necessary changes or lining out the data you wish to change on the hardcopy. You will also be able to designate the request as an emergency request by entering additional instructions in the comment box online or by entering the information on the hardcopy shipping instructions block.

When all changes have been made, you will be able to electronically approve your transfer by clicking Confirm Transfer which will indicate your electronic approval. Upon your approval, a copy of this approved transfer order will be sent to you and will also be forwarded to the appropriate Area Property Officer for GSA electronic approval. If proceeding by hardcopy, you must fax a signed copy of the transfer order to the GSA Area property Officer listed on the transfer Order.

No action will be taken on this request unless GSA receives an electronically approved copy or a signed faxed hardcopy. The items you requested may be denied and reallocated to another requesting activity unless we receive your signed copy on or before 03/20/2012.

You, the property custodian and the GSA APO will receive an email copy of the Completed the GSA APO electronically approved transfer order for all items approved for transfer.

TRANSFER ORDER (NUMBER: 99 0 ##### ##)
 EXCESS PERSONAL PROPERTY

Page: 1

To: General Services Administration

GSA/FSS (6FBP)
 PROPERTY MANAGEMENT BRANCH
 1500 E. BANNISTER, ROOM 1102
 KANSAS CITY, MO 64131

Activity Address Code: 1231RX
 Agency Control Number: _____
 Ordering Agency: Agency Bureau: _____

APO: LORI MARRS
 816-###-#### (FAX) 816-###-####

USDA OFFICE OF OPERATIONS
 COURT 4 EAST DOCK
 1400 INDEPENDENCE AVE SW MS 9304
 WASHINGTON DC 20250

Reporting Activity: Agency Bureau: 12##

Accountable Office: _____

Reporting Activity NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY ST ZipCD

COLLEGE/UNIVERSITY/INSTITUTION NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY ST ZipCD

Reporting Activity POC
 316-###-#### (FAX) 316-###-####

Screeener: Name
 202-720-####-#### (FAX) 202-720-####

Location of Property: _____

Destination: _____

Reporting Activity NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY ST ZipCD

COLLEGE/UNIVERSITY/INSTITUTION NAME
 ADDRESS LINE 1
 ADDRESS LINE 2
 CITY ST ZipCD

Reporting Activity POC
 316-###-#### (FAX) 316-###-####

Shipping Instructions:
 Will pick up
 SHIPPING INSTRUCTIONS WILL FOLLOW

GSA APO Email : LORI.MARRS@GSA.GOV
 Screeener Email : SCEENER@COLLEGE.EDU
 POC Email : POC@AGENCY.GOV
 Custodian Email : CUSTODIAN@AGENCY.GOV

ITEM LIST

Item Control No.	Stock No.	Qty.	Unit Cost	UI	Cond	Fair Mkt Val
123456	1234 A123 2320	1	\$16,406.44	EA	4	
Item Name: DODGE 1500 4X4 TRUCK						
SRD: 14APR2012 DEMIL: A						
Make: DODGE Model: 1500						
VIN: 1A2BC34D56E789012						

Grand Total for 1 Line(s): \$16,403.44

ITEM LIST (Continued)
CONTROL NUMBER 99 0 ##### ##

Page: 2

CERTIFICATION: The property requested hereon is certified to be used in support of research; educational, technical, and scientific activities or for related programs. This transfer is requested pursuant to the provisions of Section 923 Pub. L. 104-127(7 U.S.C.2206a). Also, in accordance with these provisions USDA authorizes transfer of title of this property to the college/university/institution.

Date Signature of University Property Officer

Ordering Agency Approval: _____ GSA Approval: _____
Signature: USDA FEPP Program Manager Signature: _____
Date: _____ Date: _____
Title: Program Manager FEPP Program Manager: _____
Fax: 202-720-3339
Phone: 202-720-9779
Exception to SF-122 approved by GSA Form Policy and Management.

Exhibit D

AD-107 - USDA Transfer Form

Report of Transfer or Other Disposition or Construction of Property

United States Department of Agriculture		Report No. OPPM-101	
Report of Transfer or Other Disposition or Construction of Property			
1. Type of Transaction (Report each type separately)		2. Authorization Reference	
<input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is			
		3. Proceeds Received	
		\$	
4. Reporting Agency USDA Agency		5. Receiving Agency (Or Name of Purchaser or Donee): College/University/Institution Name	
A. Organizational Unit DM, OPPM, PMD		A. Organizational Unit (Or Address of Purchaser) Agricultural Research Division	
B. Location 300 7th St SW Washington D.C. 20024		B. Location 123 Main St City, State Zip	
C. Signature		C. Signature	
D. Title Property Disposal Specialist		D. Title Property Manager	E. Date 2/16/2012
6. Property Items			
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)		Inventory Value
4	Computer Monitor - Dell, Model - DE123, SN 123456, FSC 7010, AG0001234567, \$500 ea		\$2,000.00
1	Silverado, 1500 Pick Up Truck, VIN: 123456A123456A123; FSC 2320, AG0002345678		\$16,943.76
<p>CERTIFICATION: The property requested hereon is certified to be used in support of research, educational, technical, and scientific activities or for related programs. This transfer is requested pursuant to the provisions of Section 923 Pub. L. 104-127 (7 U.S.C. 2206a). Also, in accordance with these provisions USDA authorizes transfer of title of this property to the college/university/institution.</p>			
Date		Signature of University Property Officer	
Approved:		FEPP Program Manager	Date
Certifications of Property and Fiscal Officers			
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer	
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.	
		B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.	
		Amount (\$)	Schedule No.
Signature	Date	Signature	Date

Exhibit F
Sample letter to participate

Institution's Letterhead

TO: Michael R. Johnson
FEPP Program Manager
USDA, OPPM, PMD
300 7th St SW Rm 316
Washington, DC 20024

FROM: *University Name and Address*

(University Name) would like to participate in USDA's Federal Excess Personal Property (FEPP) Program. *(Name, title)* is designated as the Property Management Officer (PMO) for this program.

Please provide us with the necessary applications to receive USDA screener's cards *(leave this out if you already have the necessary applications)*. If you have any questions *(Name of PMO)* can be reached on *(telephone number)*, by fax *(fax number)* or through email at *(email address)*

Signed

President of Institution

Exhibit G
 Screener's Identification Card

Front of card to be filled out by screener.

SCREENER'S IDENTIFICATION	
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p style="text-align: center;">Screener's photo here.</p> </div> <div style="text-align: center; margin-top: 20px; font-weight: bold; font-size: 1.2em;">PHOTO</div>	<hr/> <p>NAME</p> <p style="text-align: center; color: blue;">Screener's Name Here</p> <hr/> <p>ORGANIZATION</p> <p style="text-align: center; color: blue;">Institution's Name Here</p> <hr/> <p>SIGNATURE</p> <p style="text-align: center; color: blue;">Screener Signs Here</p> <hr/> <p>SPONSORING AGENCY</p> <hr/> <p style="text-align: center; color: blue;">USDA-OPPM</p> <p style="text-align: center; font-weight: bold;">NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE</p>
<hr/> <p style="font-size: 0.8em;">AUTHORIZED FOR LOCAL REPRODUCTION OPTIONAL FORM 92 (5/2001)</p>	

Back of card to be filled out by USDA FEPP Program Manager.

<p style="text-align: center;">This card Holder is authorized to screen and select personal Property subject to the constraints hereon indicated.</p>	
CARD NUMBER	EXPIRATION DATE
AUTHORIZED PROGRAM AND DATES	AUTHORIZED SCREENING DATES
SIGNATURE OF SPONSORING AGENCY OFFICIAL	
<p style="text-align: center;">TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION.</p>	
<hr/> <p style="font-size: 0.8em;">AUTHORIZED FOR LOCAL REPRODUCTION OPTIONAL FORM 92 (5/2001)</p>	

TIPS FOR IMPROVED PROPERTY ACQUISITIONS

This information was composed by Craig Locke, USDA Screener, from the University of Kentucky. It is included for informational purposes only. Some editorial changes have been made.

Knowledge is Power

Like anything else, a good working knowledge of all aspects of the FEPP Program is vital in order to operate a successful program within your Institution. Unfortunately, there are no college courses that can be taken as a foundation to do the job. Many times there isn't even a fellow employee available to learn from. Many who work with the acquisition of FEPP items, like screeners, usually operate in a "solo" capacity. There are few fields that require the multitude of abilities and expertise as screening does. A good screener should be able to examine and make sound decisions regarding items ranging from vehicles to computers, office equipment to lab equipment, hand tools to plumbing supplies. Also important is logistical thinking in screening decisions: What type of transportation is required; Does the property represent monetary benefits exceeding the cost of placing the item(s) into use? Smart acquisition decisions are based also on a working knowledge of program policy and regulations. Listed below are some suggestions on building the knowledge base required for a successful property screening.

Screening and Acquisitions Policy

- Know the policies and guidelines. These are available from the FEPP Program Manager or the Property Management Officer (PMO) from your Institution.
- Know the policies and guidelines set forth by GSA. Much of this information is available on the Internet. The local AUO and FEPP Program Manager can help with understanding and interpreting these policies.
- Know the policies and guidelines for the Defense Logistics Agency (DLA). The DOD-4160.21-M-Defense Materiel Disposition Manual is available on the Internet. The manual contains current up-to-date information on standard screening procedures used at the DRMO. A list of DRMO's with telephone numbers, addresses, fax numbers, etc. is also available on the homepage.

Further Your Knowledge

- Learn by doing - take advantage of opportunities to screen property in person. There is no substitute for hands-on, in-person inspection when possible.
- Communicate and build a support network of persons with materials backgrounds. This may include asking a mechanic, laboratory specialist, or office manager for input on the feasibility of items of possible interest.
- Get involved with logistics information available from the Department of Defense. Item descriptions for most items in the DRMS database on the Internet are available on the server via hyperlinks.
- There are also short courses and seminars offered by various property management entities that may help gain knowledge and insight.

Logistics

- Know what shipping and handling resources are available for property transportation.
- Determine monetary benefit of item (even if it's just based on percentage of the acquisition cost) compared to the cost of transporting item(s) and the actual placement into use.

Communication is also Power

Communication and promptness in all dealings in the FEPP community is one of the more critical tools in successful acquisition of property. Take the initiative to establish a good rapport with the property generators and DRMO's. Communicate needs in both verbal and written form. Follow-up with generating activities from time to time concerning available property. Be sure property managers or Reutilization, Transfer and Donation (RTD) specialists are informed regarding pickup/transportation of items or unusual circumstances that may be involved in the transfer of property. Most importantly, develop a relationship based on integrity and an appreciation for the program as a whole.

Communication on the local front is also important. Ensure the local party utilizing the property understands the description of the item along with its realistic condition. Inherent to the transfer of property is the concept of its long-term services to the new program it serves. Good communication on all fronts helps insure this concept is maintained. Equally as important, ensure the party utilizing the property understands regulations and policies regarding its use.

Step into the Electronic Community

The ability to electronically screen property from computer databases via the DRMS home page and GSA's FEDS System offers an invaluable asset to any property program. It's true this change is hard to make for people who have been screening "in person" for many years. An important notion regarding this change is to view electronic screening as a "complement" rather than a "substitution".

A Solid Foundation

This item is placed at the end, as it should be – a solid foundation of respect and integrity is important to the success of your FEPP Program. It's easy to become wrapped up in the mechanics of the property program and forget what's at the core of the work. Truly what a privilege we have at hand. We have the opportunity to acquire needed property for our programs at little or no cost. Many times it is not even measurable in monetary terms. An opportunity very worthy of appreciation and respect. But it requires something in return – also not of a monetary value. It's important to respect and give value to the property managers, RTD specialists, AUO's, etc. assisting with the program. Just as important is adherence to the guidelines and policies surrounding the property program. Ultimately, the FEPP Program Manager serves the taxpayer in general by responsibly extending the life/benefit of his/her investment further into public service. Insomuch, the manger is truly a "steward" for the taxpayer.