

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

November 17, 2020

GSA BULLETIN FMR B-51

Annual Executive Agency Reports on Exchange/Sale and Personal Property Furnished to Non-Federal Recipients

TO: Heads of Federal Agencies

SUBJECT: Exchange/Sale and Non-Federal Recipients Reports

1. What is the purpose of this bulletin? This bulletin is issued to clarify for executive agencies the requirements to annually submit to the U.S. General Services Administration (GSA), Office of Government-wide Policy a report on personal property exchanged or sold for replacement purposes (paragraph 3.a. below) and personal property furnished within the United States to non-Federal recipients (paragraph 3.b. below). This bulletin also provides guidance on using GSA's Personal Property Reporting Tool (PPRT). This Bulletin supersedes and cancels Federal Management Regulation (FMR) Bulletin B-27.

2. When does this bulletin expire? This bulletin contains information of a continuing nature and will remain in effect until cancelled or superseded.

3. What is the background of this bulletin?

- a. **Annual Report of Exchange/Sale Transactions (Exchange/Sale Report).** FMR § 102-39.85 (41 Code of Federal Regulations (CFR) § 102-39.85) requires each executive agency to submit to GSA a summary report on transactions made under the exchange/sale authority of 40 United States Code (U.S.C.) § 503 within 90 calendar days after the close of each fiscal year. If no exchange/sale transactions are conducted by the agency, a negative report to that effect is required.
- b. **Annual Report of Personal Property Furnished to Non-Federal Recipients (Non-Federal Recipients Report).** Pursuant to 40 U.S.C. § 529, executive agencies must submit to GSA, following the close of each fiscal year, an annual report of personal property furnished within the United States to any non-Federal recipient during the previous fiscal year. This annual report captures transactions where Federal property is provided to non-Federal recipients; for example, through Executive Order (E.O.) 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century (Computers for Learning or CFL), the Federal Surplus Personal Property Donation Program, sales, loans, or special agency personal property disposal authorities. Agencies that do not furnish property to any non-Federal recipients (directly or through GSA) during the reporting period must submit a negative report.

4. What definitions apply to this bulletin?

- a. For purposes of the Exchange/Sale Report and Non-Federal Recipients Report, the terms:

(1) "Federal Supply Classification (FSC)" is a commodity classification designed to classify all items of supply identified under the Federal Cataloging Program. The FSC

utilizes a four-digit coding structure. The first two digits identify the group and the last two digits identify the classes within each group.

(2) "Original Acquisition Cost (OAC)" is the original purchase price of an item.

b. For purposes of the Non-Federal Recipients Report, the terms:

(1) "Personal property obtained as excess" includes property you obtained from another Federal agency under the provisions of FMR Part 102-36. Such property only needs to be reported if you subsequently furnished it in any manner whatsoever to a non-Federal recipient.

(2) "Personal property determined to be no longer required for the purpose of the appropriation used to make the purchase" includes:

(a) Property that was no longer needed for agency use by the organizational unit accountable for the property or

(b) Property that entered your agency's internal redistribution or disposal system.

(3) "Furnished" includes, but is not limited to, transfer, donation, loan, lease, license agreement, and sale transaction.

(4) "Non-Federal recipient" includes all contractors (fixed-price, cost reimbursable, etc.); all grantees (project, formula, etc.); and any other individual or organization that is not a Federal agency. State and local government entities are regarded as non-Federal recipients.

(5) "Within the United States" includes the United States, the U.S. Virgin Islands, American Samoa, Guam, Puerto Rico, the Federated States of Micronesia, the Marshall Islands, Palau, and the Northern Mariana Islands per FMR § 102-36.10.

5. What information do I need to report on exchange/sale transactions? When property is exchanged or sold for replacement purposes under the provisions of FMR Part 102-39, you must input into GSA's PPRT for each 2-digit FSC Group:

- a. Reporting Period ID
- b. Quantity
- c. Original Acquisition Cost (OAC)
- d. Exchange allowance or net proceeds received
- e. Source of the data (e.g., Agency Self Report)

6. What information do I need to provide when reporting property furnished to non-Federal Recipients? When personal property is obtained as excess or determined to be no longer required for the purpose of the appropriation used to make the purchase AND furnished in any manner whatsoever within the United States to a non-Federal recipient, you must provide the following data elements for each transaction to GSA's PPRT:

- a. Reporting Period ID
- b. Recipient Name
- c. ZIP / Postal Code

- d. State
- e. Authority (Some authorities are agency-specific)
- f. FSC Group
- g. OAC
- h. Source of the data (e.g., Agency Self Report)

7. What data does GSA's Office of Personal Property Management (PPM) within the Federal Acquisition Service (FAS) provide into the PPRT on behalf of agencies?

- a. Exchange/Sale Report: GSA will report all personal property which was sold by GSA Sales under the exchange/sale authority (40 U.S.C. § 503) on your agency's behalf.
- b. Non-Federal Recipients Report: GSA will report the following disposal actions on your behalf:
 - (1) **GSA-hosted CFL Website**: Excess personal property transferred through the GSA-hosted CFL website via [GSAXcess](#) which includes property transferred in the GSAXcess Post Transaction Module (PTM) in support of EO 12999.
 - (2) **Federal Surplus Personal Property Donations**: Surplus personal property donated to non-Federal recipients through the State Agencies for Surplus Property (SASPs) via GSAXcess as authorized by 40 U.S.C. § 549.
 - (3) **Public Airports Donations**: Surplus personal property donations authorized by 49 U.S.C. § 47151 in which the Department of Transportation (DOT) considers the property appropriate for airport purposes and GSA approves the donation.
 - (4) **Federal Surplus Sales through GSA Sales**: Surplus personal property sold by GSA Sales.

GSA will report these transactions listed within this Paragraph 7 on your behalf. You should, however, confirm those reported transactions in the PPRT to ensure they are complete and accurate. Disposal transactions not listed above will not be reported by GSA on your behalf. This includes property that your agency received through GSAXcess and subsequently furnished to a non-Federal recipient under an agency-specific disposal authority.

8. Do I report loan property that is still under my accountability? Yes, you should report property furnished as a loan to a non-Federal recipient when reporting for the fiscal year that the loan was initiated.

9. How is data reported to GSA? The Exchange/Sale and Non-Federal Recipients Reports are submitted to GSA through the PPRT at www.property.reporting.gov. Each agency is responsible for entering data not supplied by GSA on their behalf and for confirming the accuracy of GSA supplied data each fiscal year. Each agency must assign an administrator who will obtain a login ID and password from the GSA PPRT help desk. The agency administrator must give permission for each person within the agency who will be responsible for using the PPRT. The PPRT help desk will assign a password and ID to each user.

10. What happens if I have nothing to report? You are still required to submit a negative response in the PPRT for both the Exchange/Sale and Non-Federal Recipients Report.

11. When does the reporting period start and end? All reports must be entered into the PPRT in accordance with the time frames set out in FMR § 102-36.300 and FMR § 102-39.85.

12. Where can I get more information on the PPRT? The PPRT home page (www.property.reporting.gov) contains additional training information. For information concerning the PPRT or your responsibilities pursuant to this bulletin, please contact GSA's Office of Government-wide Policy at askpersonalproperty@gsa.gov. For technical questions related to the PPRT, please contact the PPRT Help Desk at help.pprt@gsa.gov.

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Jessica Salmoiraghi
Associate Administrator
Office of Government-wide Policy