Federal Acquisition Service

Basics of Property Disposal

Presented by: GSA Area Property Officer
Tommy Tran

GSA Property Management Mission Statement

To provide the services, expertise, and systems that will ensure the timely, effective, and efficient disposition of the Federal government's excess and surplus personal property, yielding the greatest return on investment to the taxpayer

GSA Property Management Overview

There are five main steps in the Federal disposal process

<u>Internal</u> – Managing it in YOUR agency

<u>Reporting</u> – Announcing it OUTSIDE agency

<u>Excess</u> – Offering it to other FEDERAL agencies

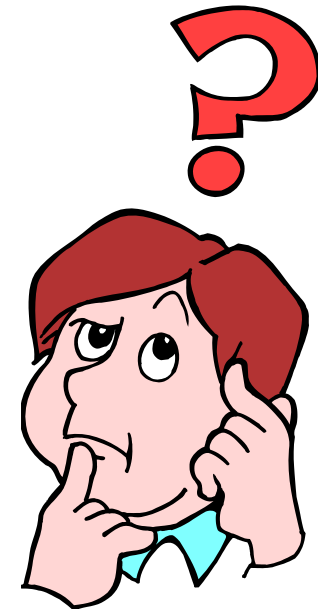<u>Surplus</u> – Offering it to STATE/NON-PROFITS

<u>Sales</u> – Offering it for sale to the GENERAL PUBLIC

Glossary of Terms

A rudimentary understanding of key property terms and phrases will help you develop a clearer perspective of the disposal process

- Excess
- Surplus
- Report
- Screening
- Select ("Freeze")

Step 1 – Agency: Internal

Agency property is the responsibility of--
- Property custodians
- Property officers
- National Utilization Officer (NUO)

Follow <u>internal</u> procedures first!

Once internal procedures are complete, an agency can report property to GSA

Who is Accountable?

THE OWNING AGENCY (You!)
REMAINS ACCOUNTABLE FOR
PROPERTY THAT HAS BEEN
REPORTED TO GSA AS EXCESS

Reference: 41 CFR 102-36.245

Step 2 – Report Property

Notification to GSA of available excess property--
Report to GSAXcess®

- On-line
- Batch
- SF 120

41 CFR 102-36.210 through 41 CFR 102-36.240

Must All Excess Property Be Reported to GSA?

Yes, except for special property--

- Direct Transfer Property

- Abandonment/Destruction Property

- Nonappropriated Fund Property

- Property Dangerous to Public Health and Safety

- Scrap (except aircraft)

- Perishables

41 CFR 102-36.220

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GSAXcess ®

U.S. General Services Administration

GSA

User Guides	FAQ	Program Links	Contact Links	GSAXcess® HelpD
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)	• Report Property • Want List	• Direct Select

Basic Search Options   ▾ | **Advanced Search** | Hon

GSAXcess® Main Menu

Report Property Menu

Create Report
Modify Report
Review Report
Delete Report (AAMS/EADS Only)
Upload Pictures

Search & Select Menu

Search and Select
Inquire Requests
Change Requests
Delete Requests
Want List Items

CFL Functions Menu

View/Allocate Requested Items
Confirm Allocations
Transfer
Change Allocation/Transfer
School Search
Resend School Transfer Order
Post Transaction Module

AAMS Menu

Search and Freeze
Review and Transfer Multiple Items
Transfer Single Item By Control No
Delete Freezes
Want List Items

State 3040 Menu

Create Data Report
Delinquent Report
Data Report Status

CFL User Maintenance Menu

CFL User Maintenance
NCES Maintenance

GSA Internal Menu

GSA Internal Functions

User Maintenance Menu

APO/NUO
Help Desk
Send Group Email
Update Your Information
Change Your Password

[FAS Home]   [GSAXcess® Browser Troubleshooting Guide]   [GSA Home]   [Supported Browsers]

USA.gov Government Made Easy

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Can I Get Excess Equipment?

Yes! Through the GSAXcess® system!

Step 3 – Excess: Screening & Federal Transfers

Property in GSAXcess® is available for screening by

- **Federal Agencies & their contractors, cooperatives, and grantees**
- **Senate & House of Representatives**
- **DC Government**
- **Mixed-ownership government corporations**

Property personnel must gain access to GSAXcess® via NUO or APO

41 CFR 102-36.60

Golden Rules of Acquiring Excess Property…

There must be an authorized need for the property

You must not acquire excess personal property with the intent to sell or trade for other assets

Who Pays for the Transportation for Excess Property?

The <u>acquiring</u> <u>agency</u> is required to pay shipping and transportation costs.

When applicable, the acquiring agency may have to pay packing, loading, and dismantling costs.

Step 4 – Federal Surplus Property Donation Program

- At the completion of screening for Federal use, property not transferred is declared <u>surplus</u>

- Donation program extends useful life of property in which we, as taxpayers, have already expended funds to acquire

- Property is donated from GSA <u>through</u> the State Agencies for Surplus Property (SASP's)*

(Step 4 Continued) – Federal Surplus Property Donation Program . . .

Participants in the Surplus Donation Program include

- State and local public agencies
- Nonprofit educational and public health institutions
- Nonprofit and public programs for the elderly
- Educational activities of special interest to the Department of Defense
- Public airports

41 CFR 102-37

Step 5 - Sales

Property not donated becomes eligible for <u>sales</u>

GSA offers <u>many sales methods</u> including
- Internet auctions via GSA Auctions®
- Live auctions

GSA sales provide national exposure, state-of-the-art facets, competitive bidding, and <u>*maximum*</u> returns

41 CFR 102-38

*W*elcome to GSA Auctions® –
Your Official Link to Government Surplus, Seized and Forfeited Property

Browse Featured Items!
View Non-Internet Sales
GSA Fleet Vehicle Sales
Bookmark this page

Browse Today's Auctions

- ★ **Agricultural Equipment and Supplies** (28)
- ★ **Aircraft and Aircraft Parts** (20)
- ★ **Boats and Marine Equipment** (32)
- ★ **Communication Equipment** (21)
- ★ **Computer Equipment and Accessories** (127)
- ★ **Construction Equipment** (28)
- ★ **Electrical and Electronic Equipment and Components** (13)
- ★ **Fire Trucks and Fire Fighting Equipment** (11)
- ★ **Furniture** (61)
- ★ **Hand Tools & Shop Equipment** (24)
- ★ **Household/Personal** (52)
- ★ **Industrial Machinery** (36)
- ★ **Jewelry & Exotic Collectibles** (51)
- ★ **Lab Equipment** (136)
- ★ **Medical, Dental, and Veterinary Equipment and Supplies** (81)
- ★ **Miscellaneous** (201)
- ★ **Motorcycles & Bicycles** (3)
- ★ **Office Equipment and Supplies** (33)
- ★ **Photographic Equipment** (13)
- ★ **Trailers and Tractors** (175)
- ★ **Vehicles** (142)

Cars, SUVs, Vans, Buses and Ambulances (51)

Trucks, Truck tractors, and Ground Effect Vehicles (88)

Crashed Test Vehicles (0)

Salvage/Scrap Vehicles (2)

Sedan, 2002 BMW 745I
Sale No. 71FMPI06352002
Sale Ends: 06/30/06
Bid Deposit Required
Click on the picture to see the Item Description
To view other vehicles, enter **71FMPI06352** in search box above

2001 Mercedes Benz S600/Peoria
Sale No. 41FBPI06360001
Sale Ends: 06/30/2006
Bid Deposit Required
Click on the picture to see the Item Description

2004 Hydrasport Vector 3300CC 33' Length
Sale No. 41FBPI06346001
Sale Ends: 06/29/2006
Click on the picture to see the Item Description

2004 Hydrasport Vector 2600CC 26' Length
Sale No. 41FBPI06346002
Sale Ends: 06/29/2006
Click on the picture to see the Item Description

2002 Boston Whaler Outrage
Sale No. 41FBPI06356008
Sale Ends: 06/30/06
Click on the picture to see the Item Description
To view various Boston Whalers for sale please see **Sale No. 41FBPI06356**

Gantry Crane - Stennis Space Center
Sale No. 41FBPI06353001
Sale Ends: 06/30/2006
Bid Deposit Required
Click on the picture to see the Item Description

US GOLD COIN(S)
Sale No. W1FBPI06108001
Sale Ends: 06/27/2006
Click on the picture to see the Item Description
To view **ALL** coins, enter "W1FBPI06108" in the search box above

Crank Shaft, approx. 75 Tons
Sale No. 91FBPI06030601
Sale Starts: 06/19/06
Sale Ends: 06/26/06
"Use for scrap metal only" For more information please contact: Mike Streblow (510) 337-5084
Click on the picture to see the Item Description

And, What if You Can't Transfer, Donate, or Sell the Property?

You may <u>Abandon/Destroy</u> (A&D) property that has no commercial value or the estimated cost of care and handling would exceed the proceeds from its sale.

41 CFR 102-36.305 thru 330

But Remember…

You must not A&D property in a manner that is dangerous to public health or safety.

If an entity wants to buy the property, you must implement sales procedures.

Computers for Learning

Once registered, eligible recipients can view and request available excess computers and related peripheral equipment. After allocation, the receiving school or nonprofit can pick up the property within a certain time period. The school or educational nonprofit organization is responsible for the shipping and handling costs

New York State Contact

Dan Kelly

State Surplus Personal Property

Office of General Services

Daniel.kelly@ogs.state.ny.us

(518) 457-3265

For questions or for further assistance…

Any Area Property Officer

www.gsa.gov/apo

Additional information available at

www.gsa.gov/property & gsaauctions.gov & gsa.gov/cfl

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