

July 22, 2010

GSA BULLETIN FMR B-27  
Annual Executive Agency Reports on Excess and Exchange/Sale Personal Property

TO: Heads of Federal agencies

SUBJECT: Annual Executive Agency Reports on Excess and Exchange/Sale Personal Property

1. What is the purpose of this bulletin? This bulletin is issued to remind executive agencies of the requirement to annually submit to the General Services Administration (GSA) a report on excess personal property furnished to non-Federal recipients and a report on property exchanged or sold for replacement purposes. This bulletin also provides guidance on using the GSA Personal Property Reporting Tool and cancels FMR Bulletin B-5.

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

3. What is the background of this bulletin?

a. GSA has Governmentwide oversight and management responsibilities for the disposition of excess and exchange/sale personal property. GSA's responsibilities include issuing appropriate regulations and monitoring agency adherence to the regulations through the following reports:

(1) **Annual report of exchange/sale transactions (Exchange/Sale Report).** Federal Management Regulation (FMR) 102-39.85 (41 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 U.S.C. 503 during the fiscal year preceding the report. If no exchange/sale transactions are conducted, a negative report to that effect is required. Interagency report control number 1528-GSA-AN has been assigned to the report.

(2) **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 to any non-Federal recipient during the previous fiscal year. In addition, Executive Order (EO) 12999 requires agencies to report to GSA any excess computers and related peripheral equipment that is transferred directly to schools and nonprofit educational institutions (see also 41 CFR 102-36.475). Requirements for the report, including EO 12999 report requirements, are contained in FMR 102-36.295 and 102-36.300 (41 CFR 102-36.295 and 102-36.300). Agencies that do not furnish property to a non-Federal

recipient during the report period must submit a negative report. Interagency report control number 0154-GSA-AN has been assigned to the report.

b. A number of executive agencies have not submitted reports to GSA, or have failed to list all the required information when they do, making it difficult for GSA to carry out its oversight and management responsibilities.

4. What information do I need to report on exchange/sale transactions?

a. When property is exchanged or sold for replacement purposes under the provisions of FMR part 102-39 (41 CFR part 102-39), you must input into the GSA Personal Property Reporting Tool:

(1) each 2-digit Federal Supply Classification (FSC) Group of property sold showing the total number of items sold, the total original acquisition cost of the property, and the total net proceeds received.

(2) each 2-digit FSC Group of property exchanged showing the total number of items exchanged, the total original acquisition cost of the property, and the total exchange allowance received.

b. You do not need to include exchange/sale transactions involving books and periodicals (FSC Group 76).

5. What information do I need to provide when reporting property furnished to non-Federal recipients? You must input into the GSA Personal Property Reporting Tool the name of each recipient; the zip code of the recipient; an explanation as to the type of recipient (e.g., contractor, grantee, cooperative, Stevenson-Wydler recipient, EO 12999, licensee, permittee, etc.); the appropriate 2-digit FSC group; the total original acquisition cost of all personal property furnished to each recipient; and appropriate comments as necessary. You must provide this information for all personal property 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 do not need to report items sold, transferred, or donated by GSA on your behalf as part of the normal disposal process. You also do not need to report computer equipment reported to and transferred through the Computers for Learning (CFL) website (see [www.computers.fed.gov](http://www.computers.fed.gov)). For purposes of the report, the term:

a. "Personal property obtained as excess" includes property you obtained from another Federal agency under the provisions of FMR part 102-36 (41 CFR part 102-36) and subsequently furnished in any manner whatsoever to a non-Federal recipient.

b. "Personal property determined to be no longer required for the purpose of the appropriation used to make the purchase" includes:

(1) Property that was no longer needed for direct agency use by the organizational unit accountable for the property, and was subsequently furnished in any manner whatsoever to a non-Federal recipient rather than placed in your agency's internal redistribution or disposal system; and

(2) Property that entered your agency's internal redistribution or disposal system, and was subsequently furnished in any manner whatsoever to a non-Federal recipient.

c. "Furnished in any manner whatsoever" includes, but is not limited to, transfer, donation, loan, lease, license agreement, and sale transactions.

d. "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.

e. "Within the United States" includes the 50 States, the District of Columbia, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, and the Marshall Islands.

6. Is there a prescribed form for use in submitting the reports? Yes, GSA has created the online GSA Personal Property Reporting Tool as a means for capturing the exchange/sale and the non-Federal recipient data in the desired format. The tool is located at <https://gsa.inl.gov/property>. Each agency must assign an administrator who will obtain a logon ID and password from GSA's Personal Property Management Policy office (MTA) to access the reporting tool. See contacts in paragraph 9, below.

7. When are the reports due? Your reports are due to GSA no later than December 29 of each year and reflect the activity from the preceding fiscal year.

8. Do I send the reports to GSA? No, your reports must be consolidated separately by the headquarters office of each executive agency and reported electronically through the GSA Personal Property Reporting Tool. If for any reason you cannot submit your report electronically by the deadline, you must contact Mr. Robert Holcombe, Director, Personal Property Management Policy (MTA), Office of Governmentwide Policy, GSA, Washington, DC 20405; e-mail, [robert.holcombe@gsa.gov](mailto:robert.holcombe@gsa.gov), with a written explanation of the delay.

9. Who should I contact for additional information concerning the reports?

a. For information concerning the Exchange/Sale Report and the Non-Federal Recipients Report, contact Robert Holcombe (MTA) at (202) 501-3828 or [robert.holcombe@gsa.gov](mailto:robert.holcombe@gsa.gov).

b. For information concerning the Personal Property Reporting Tool and to obtain a logon ID and password, contact Gary Thompson (MTA) at (202) 208-7433 or [gary.thompson@gsa.gov](mailto:gary.thompson@gsa.gov).

10. What effect does this bulletin have on GSA Bulletin FMR B-5? GSA Bulletin FMR B-5 is canceled as the information contained there is superseded by this bulletin.

/s/

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