



Stretch Your Agency's Dollars with GSA's Personal Property Management Program

Why Use GSA's Personal Property Management Program?

With today's growing financial constraints, federal agencies and eligible entities can save money with the help of GSA's Personal Property Management (PPM) program. This program's mission is to provide federal agencies with effective solutions for reutilizing and responsibly disposing of federal personal property through transfer, donation, and sales that maximize returns and savings to taxpayers and agencies.

What is Excess Personal Property? Why Report It to GSA?

"Personal property" refers to any property that is not real estate. "Excess personal property" is any personal property under the control of a federal agency that's no longer required for that agency's needs, as determined by the agency head or designee. Before reporting property to GSA, you must determine whether it's needed elsewhere within your agency. If it's not, the Code of Federal Regulations (41 CFR 102-36.220) generally requires that all excess property be reported to GSA. Most federal agencies report their excess personal property electronically via GSAXcess®, GSA's federal personal property disposal and screening system. For instructions and access to report property in GSAXcess, please contact your agency's National Utilization Officer (NUO) or servicing GSA Area Property Officer (APO).

Upon receipt of your excess property report, GSA offers the items to all federal agencies for potential acquisition through transfer. If the excess property is not needed at the federal level, it's declared "surplus" by GSA and made available for donation to eligible entities through the State Agencies for Surplus

Property. Surplus property not transferred may be sold to the general public via competitive sale. Reporting your agency's excess property to GSA for reuse saves the federal government money and ensures property acquired with taxpayer dollars continues to benefit the public.

What Are the Benefits of Acquiring Excess Property?

Excess property is the first source of supply, as stated in Federal Acquisition Regulation (FAR) 48 CFR 8.102. The FAR states "When practicable, agencies must use excess personal property as the first source of supply for agency and cost-reimbursement contractor requirements. Agency personnel must make positive efforts to satisfy agency requirements by obtaining and using excess personal property (including property suitable for adaptation or substitution) before initiating a contract action."

Significant dollar savings are associated with the acquisition of excess property when compared to the cost of buying a similar new item. Generally, property offered to other federal agencies is offered at no cost except for shipping and handling expenses. There are exceptions for property reported as exchange/sale, which generally requires reimbursement of "fair market value" to the holding agency pursuant to 41 CFR 102-36.

How Do I Acquire Excess Property?

Any federal employee with a .gov or .mil email address can register in GSAXcess to view available property. To request property, a user ID with special permissions is needed and can be provided by contacting your agency's National Utilization Officer (NUO) or your servicing GSA Area Property Officer (APO).



How Can I Sell My Agency's Personal Property?

Per 41 CFR 102-38.40, "An executive agency may sell personal property (including on behalf of another agency when so requested) if it is a designated sales center or if the agency has received a waiver from the eFAS Planning Office." This requirement applies to both surplus and exchange/sale property.

GSA's Sales Center is the only sales center authorized to sell all commodities regardless of your location in the United States. Most sales of surplus and exchange/sale property are conducted online through GSA AuctionsSM, GSA's online public-auction platform. However, GSA's Sales Center will occasionally conduct live auctions, negotiated sales, sealed-bid sales, and fixed-price sales.

Regardless of the method used, GSA's experts can provide a wide range of services to support sales:

- ◆ Asset-management guidance
- ◆ Pre-sale preparation, including creation of sale "lots"
- ◆ Asset description; posting of photos and/or slideshows
- ◆ Marketing and national media advertisement and sales surveys
- ◆ Posting of assets to GSA Auctions and/or other appropriate methods of sale
- ◆ Bidder registration, background checks, and secure system requirements
- ◆ Contract administration, including:
 - ❖ Sales contract/award documents, certifications, and anti-trust coordination
 - ❖ Receipt and processing of deposits and payments
 - ❖ Claims and disputes
- ◆ Financial and property line-item accountability and reports.

GSA's Personal Property Sales program receives no appropriated funding and must recover its operating expenses through a fee assessed on property sold.

When Is It OK to Sell Surplus Personal Property?

"Surplus personal property" is excess personal property not required for the needs of any federal agency, as determined by GSA. Surplus personal property generally may be sold only if it was not transferred to another federal agency or donated through a State Agency for Surplus Property.

What is the Exchange/Sale Authority?

Exchange/Sale is an authority provided by 40 U.S.C. § 503, under which executive agencies, when acquiring replacement property, may exchange or sell items and may apply the proceeds from the sale (exchange allowance) in whole or in part as payment for similar or newly acquired property.

The Exchange/Sale authority is used to reduce an agency's cost to replace personal property; however, proceeds from the sale must be used to purchase similar/like items. Refer to 41 CFR 102-39 for details on restrictions and prohibitions in using the Exchange/Sale authority.

Whom Should I Contact with My Disposal Questions?

GSA has a network of Area Property Officers (APOs) serving our 50 states, the District of Columbia, and the five U.S. territories. Our APOs are ready to help federal agencies by answering questions on the property disposal process, conducting property training to agency officials, and coordinating with agencies on special disposal projects. Locate the APO serving your geographic area at www.gsa.gov/apo.

Additionally, most federal agencies have assigned National Utilization Officers (NUOs). NUOs are designated agency officials who coordinate with GSA on personal property matters related to their agency. NUOs also provide agency users access to the GSAXcess federal disposal and screening system. Find your agency's NUO at www.gsa.gov/nuo.

For More Information

To learn more, visit www.gsa.gov/property.