

Personal-Property Solutions for Agency Moves



Tips for Preparing for a Major Move

Moving from one building to another can be an overwhelming task. That’s why GSA’s Office of Personal Property Management offers these tips to make your move go smoothly.

Tip 1: Plan Ahead

Whether you’re moving to a new location or vacating a space, you should plan for the disposal of excess assets. By planning in advance, you can avoid last-minute removal costs and penalties – and save taxpayer dollars by reusing and donating unneeded property. For a larger move, consider assigning a project manager to oversee the move.

Tip 2: Coordinate with Stakeholders

A successful move is a team effort! Make sure to inform the following of your move:

- ❖ The agency tenants being moved
- ❖ Your agency’s real-property office
- ❖ GSA’s Public Building Service (PBS) and/or your landlord
- ❖ Building security
- ❖ Your agency’s [National Utilization Officer \(NUO\)](#)
- ❖ Your local GSA [Area Property Officer \(APO\)](#)

Tip 3: Prepare for the Day of the Move

The more you prepare and coordinate in advance, the smoother the move will go. Start by answering these questions:

- ❖ Will the elevators be accessible?
- ❖ What’s the capacity of the loading dock?
- ❖ What dates and hours can the move take place?
- ❖ If pickups are after-hours, is there a cost for dock security?
- ❖ What security restrictions exist?
- ❖ Is a certificate of insurance for the moving provider required?



Tip 4: Report Excess Property to GSA

If your agency no longer needs property, you can begin the disposal process. First, determine whether the property is appropriate for abandonment or destruction (A&D) – see [FMR §102-36.310](#).

You can dispose of the property if an authorized official of your agency makes a written finding* that:

- ❖ The property has no value, or
- ❖ The cost of care and handling would exceed the expected proceeds from the property's sale

**This must be approved by a reviewing official who is not directly accountable for the property.*

If none of the above applies, you should report the property to GSA. When reporting property:

- ❖ Create an inventory of the excess property, including location information such as a room number and a detailed description of each item
- ❖ Create a picture inventory of the item(s) to be disposed of
- ❖ Provide us with the date the property is available for pickup and the date the space must be vacated (one week before the final deadline to allow for last-minute adjustments)
- ❖ Report the property to our online excess-property portal, [GSAXcess®](#), or send a Standard Form 120 to your Area Property Officer (for APO information, see the top right portion of this page)

When the excess property is reported to GSA, the process usually takes 60 to 90 days from start to finish. It is **very** important to allow for this time frame when planning your move's schedule.

Important Contact Information

APO and NUO

GSA's Area Property Officers (APOs) help federal agencies by answering questions on the property-disposal process. You can locate the APO serving your area at www.gsa.gov/apo.

Also, 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 respective agency. Find your agency's NUO at www.gsa.gov/nuo.

Personal Property Center: GSA's Warehouse for Excess Property

The GSA Personal Property Center (PPC) offers comprehensive personal-property disposal solutions for federal agencies in the Washington, D.C. area.

For a nominal fee, the PPC (located in Springfield, VA) takes full accountability and physical control of excess property and handles all of the details of the disposal process – including utilization, donation, and sale.

Why use the PPC?

- ❖ Using the PPC ensures full compliance with the Federal Management Regulation (FMR)
- ❖ The PPC assumes full responsibility and control of the property
- ❖ Using the PPC avoids the hassles of storage, customer visits, and screening
- ❖ The PPC offers a competitive rate structure

For more information on the PPC, please contact Peter Hamilton, PPC Branch Chief, at peter.hamilton@gsa.gov.

For More Information

To learn more about personal property for reuse and sale, visit www.gsa.gov/property.