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:

**Internal** – Managing it in YOUR agency

**Reporting** – Announcing it OUTSIDE agency

**Excess** – Offering it to other FEDERAL agencies

**Surplus** – Offering it to STATE/NON-PROFITS

**Sales** – 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 internal 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
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 acquiring agency 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 **surplus**

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

- Property is donated from GSA through 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 sales

GSA offers many sales methods including
• Internet auctions via GSA Auctions®
• Live auctions

GSA sales provide national exposure, state-of-the-art facets, competitive bidding, and maximum returns

41 CFR 102-38
And, What if You Can’t Transfer, Donate, or Sell the Property?

You may **Abandon/Destroy** (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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