The End of the Acquisition Lifecycle: An Overview of Personal Property Disposal

Charles L. Robinson, Office of Personal Property Management - NCR
The End of the Asset Life Cycle…
The End of the IT Lifecycle…

*IT Lifecycle Management at a glance….*

**Procurement**
- Product Catalog
- Vendor Negotiation
- Pre-site Survey
- Finance Options
- Receiving
- Asset Tagging/Device Labeling

**Deployment**
- Staging Equipment
- Scheduling assets
- Installation of HW
- Image Loading
- Updates/patches
- Product Setup
- User Acceptance

**Management**
- Usage Monitoring
- Compliance
- Contract Management
- Maintenance Support Model
  - Managed Services
  - Multi Tier
  - Insourcing/Outsource
  - Help Desk
  - Remote Support
- Data Backup

**Disposition**
- Sanitization
- Asset Removal
- License Reclamation
- Lease Management
- Returns
- Salvage Broker Management
- EPA Compliance

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**Contracts Management**

**Inventory Management**

**Financial Management**

**Asset Discovery**
The End of the Contract Lifecycle…
At the End of the Acquisition Lifecycle:

Several of the closeout responsibilities include:

- Renewal
- Retirement
- Disposal/Disposition

The focus today will be on the disposal of excess/surplus personal property...

The beginning of a thing versus the end of a thing...which is more important?
The Disposal of Excess/Surplus Personal Property: An Overview

Five Steps:
- Internal; Report; Federal; State; Sales

Special Emphasis on:
- CFL; Agency moves; the PPC option; Recycling Tools; Timing; Accuracy; Funding
Step 1 – Agency: Internal Screening

Agency property responsibilities
- Property custodians
- Property officers
- NUO’s

Follow internal procedures first; encourage reuse/redistribution within agency…

Once internal procedures are complete, an agency can report property to GSA
Step 2 – Report Property

Notification to GSA of available excess property

Report to GSAXcess®
- On-line
- Batch
- SF 120

Reference: FMR 102-36.210 through 102-36.240
Must All Excess Property Be Reported to GSA?

Yes, except

- Direct Transfer Property
- Abandonment/Destruction Property
- Nonappropriated Fund Property
- Foreign Excess Property
- Scrap (except aircraft)
- Perishables

FMR 102-36.220
Must All Excess Property Be Reported to GSA?

Yes, except (cont.)

- Trading Stamps and Bonus Goods
- Hazardous Waste
- Controlled Substances
- Nuclear Regulatory Commission – controlled material
- Property Dangerous to Public Health and Safety
- Classified or Property Sensitive for Reasons of National Security

FMR 102-36.220
Who is Accountable?

YOU,  
THE OWNING AGENCY,  
REMAINS ACCOUNTABLE FOR  
PROPERTY THAT HAS BEEN  
REPORTED TO GSA AS EXCESS  
** GSA can be accountable for excess property sent to Personal Property Center (PPC) **

FMR 102-36.245
## What are the Condition Codes for Disposal?

<table>
<thead>
<tr>
<th>Disposal Condition Code</th>
<th>Definition</th>
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<tr>
<td>1</td>
<td>New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.</td>
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<tr>
<td>4</td>
<td>Usable. Property which shows some wear, but can be used without significant repair.</td>
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<tr>
<td>7</td>
<td>Repairable. Property which is unusable in its current condition but can be economically repaired.</td>
</tr>
<tr>
<td>X</td>
<td>Salvage. Property which has value in excess of its basic material content, but repair or rehab is impractical and/or uneconomical.</td>
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<tr>
<td>S</td>
<td>Scrap. Property which has no value except for its basic material content.</td>
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Step 3 – Excess: Screening & Federal Transfers

Property in GSAXcess® is available for screening by and transfer to:

Federal agencies
Their contractors, cooperatives and grantees
Senate and House of Representatives
DC Government
Mixed-ownership Government corporations

Agency property personnel must have access to GSAXcess®
Via NUO or APO

Reference: FMR 102-36.60
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 State Agencies for Surplus Property
What if the Property is not Transferred or Donated????
Step 5 - Sales

Property not donated becomes eligible for sales

GSA offers many sales methods including
- Internet auctions via GSA Auctions®
- Live auctions
- Sealed bid sales

GSA sales provide national exposure, state-of-the-art elements, competitive bidding, and maximum returns – using our Surplus Sales Center – Springfield, VA

Reference: FMR 102-38
And, What if You Can Not Transfer, Donate Nor Sell the Property?

You may Abandon/Destroy property that has no commercial value or the estimated cost of care and handling would exceed the proceeds from its sale.

FMR 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.
# Federal Disposal Process

## Screening

**Agency Screening**
- Internal Agencies/Bureaus Of your Department

**Screening And Federal Transfer 21 Days**
- Federal Agencies
- Cost Reimbursable Contractors
- Grantees
- Public Airports
- State Agencies for Surplus Property
- Nonprofit Educational & Public Health Activities
- Service Educational Activities

**Donation Notification 5 Days**

**Sales Donation Removal**

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**GSA Auctions**
- General Services Administration
- Government Site for Auctions
Summary

Disposal of excess/surplus personal property – Five Steps

CFL; Agency Moves; PPC; Recycling; Timing; Accuracy; Funding

This “end” of the Acquisition Cycle is just as important, if not more important…
Q&A

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