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## Federal Excess Personal Property Program

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### FOR CSREES 1862 AND 1890 LAND GRANT UNIVERSITIES AND TUSKEGEE



ADMINISTERED BY THE AGRICULTURAL  
RESEARCH SERVICE  
PROPERTY GROUP  
PROCUREMENT AND PROPERTY DIVISION  
ADMINISTRATIVE AND FINANCIAL  
MANAGEMENT

Copies available: <http://www.ars.usda.gov//afm2/divisions/ppd>



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**ADMINISTRATION**

## **Program Requirements**

1. Under Public Law 97-98, the following activities at 1862/1890 Land-Grant Universities and Colleges, including Tuskegee are eligible to participate.
  - Cooperative Extension Services
  - Agricultural Experiment Stations
  - Schools of Forestry
  - Colleges of Veterinary Medicine
2. Eligible institutions can acquire FEPP items for direct use in approved CSREES projects and programs.
3. FEPP items are only on-loan to the Institution, title remains with USDA, CSREES.
4. Institutes will follow USDA regulations for accountability and control.
5. Institutes must obtain approval from FEPP Coordinator for all FEPP acquisitions, transfers, cannibalization, and disposals.

## **Summary of Responsibilities**

### **REE Property Management Officer, Personal Property Group Leader**

- Develop for the Director, PPD and REE program officials' review and approval, policies and procedures for effective use, accountability, control, and disposal of REE personal property.
- Provide guidance, advice, and assistance to the FEPP Coordinator for personal property issues.
- Monitor FEPP inventory status.
- Coordinator and forward reporting requirements for the REE property management program to the Department.

### **FEPP Coordinator**

- Provide management oversight for the FEPP program.
- Approve all acquisition and disposal documents.
- Provide written procedures and guidelines for the acquisition and use of FEPP.
- Provide technical assistance and advice and act as a liaison to the Accountable Property Officers.
- Conduct audits and reviews to ensure that FEPP acquired is being properly used in support of research and cooperative extensions programs.
- Liaison with the USDA Departmental Excess Personal Property Coordinator (DEPPC) and the General Services Administration's (GSA) Area Property Offices/Officers (APO) to continually promote interest in USDA's FEPP program.
- Issue SF-97, The United States Government Certificate to Obtain Title to a Vehicle, when required. In most states the Department of Motor Vehicles will issue a title using the SF-122.

### **State Administrative Head**

- Overall responsibility for the accountability for all Federal excess property furnished by or through CSREES.

## **Accountable Property Officer**

- Assign and control all FEPP transferred to the University and maintain accurate and complete property records.
- Assure that FEPP is effectively utilized for authorized purposes and is properly maintained.
- Prepare SF-122's and obtain approval from the FEPP Coordinator and GSA for all FEPP acquisitions.
- Conduct the biennial physical inventory and other inventories as appropriate.
- Monitor Monthly Transaction Reports for inventory accuracy.
- Provide appropriate identification of all Federal excess personal property by decals or other suitable methods of identification.
- Request prompt disposal instructions for property items that are no longer needed.
- Report all lost, damaged, stolen, and unserviceable property items.
- Safeguard FEPP against theft, damage, and misuse.

# points of contact

An illustration featuring two books. The top book is open, showing its pages and spine, with the word 'points' written in large, bold, purple letters across its cover. The bottom book is closed, with a yellow cover and a white label on the front, with the word 'of' written in large, bold, purple letters across its cover. The word 'contact' is written in large, bold, purple letters across the bottom of the image, partially overlapping the closed book.

# FEPP Program Staff

Lana Podielsky

FEPP Coordinator

Telephone – 202-401-1106

E-mail address [LPODIELSKY@ARS.USDA.GOV](mailto:LPODIELSKY@ARS.USDA.GOV)

Marvin Ballard

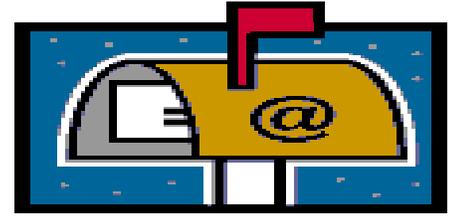
Property Disposal Technician

Telephone – 202-401-4961

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Suite 580C, Portals Bldg  
USDA, ARS, AFM, PPD  
1400 Independence Ave. SW, Stop 0311  
Washington, DC 20250-0311

For FedEx or other overnight delivery, use the following address:



LANA PODIELSKY  
USDA, ARS, AFM, PPD  
1280 Maryland Ave. SW, Suite 580C  
Washington DC 20024-2142

# FSS Regions

## New England

CT, MA, ME, NH, RI, VT

## Mid-Atlantic

DE, MD, PA, VA, WV

## Southeast Sunbelt

AL, FL, GA, KY, MS,  
NC, SC, TN

## Heartland

IA, KS, MO, NE

## Rocky Mountain

CO, MT, ND, SD, UT,  
WY

## Northwest/Arctic

AK, ID, OR, WA

## Northeast & Caribbean

NJ, NY, PR, VI

## Mid-Atlantic (National Capital)

DC (including nearby MD  
and VA)

## Great Lakes

IL, IN, MI, MN, OH, WI

## Greater Southwest

AR, LA, NM, OK, TX

## Pacific Rim

AZ, CA, HI, NV, CM, AS,  
GU

# FSS Regional Personal Property Management Offices

## New England

CT, MA, ME, NH, RI, VT

### **Bill Allen**

**Chief, Personal Property  
Services (2FBP-1)**

O'Neil Federal Office Building  
10 Causeway Street, 3rd Floor, Room 347  
Boston, MA 02222

Phone: 617-565-7319

Fax: 617-565-7317

### **Nicholas Moccia**

**Utilization and Donation Manager  
GSA/FSS (2FBP-1)**

O'Neil Federal Office Building  
10 Causeway Street, 3rd Floor, Room 347  
Boston, MA 02222

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Fax: (617) 565-7317

### **Peter Sullivan**

**Sales**

O'Neil Federal Office Building  
10 Causeway Street, 3rd Floor, Room 347  
Boston, MA 02222

Phone: 617-565-7315

617-565-7326  
-----

## Northeast & Caribbean

NJ, NY, PR, VI

### **Brian Smith**

**Acting Director, Fleet & Personal  
Property Management Division (2FB)**

26 Federal Plaza, Room 20-112  
New York, NY 10278

Phone: 212-264-2034

### **Catherine Morant**

**Acting Chief, Personal Property Services  
Branch (2FBP)**

26 Federal Plaza, Room 20-112  
New York, NY 10278

Phone: 212-264-6279

### **John Milici**

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New York, NY 10278

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### **Violet Rivera**

**Sales Manager**

26 Federal Plaza, Room 20-112  
New York, NY 10278

Phone: 212-264-2626

Info line: 212-264-4823  
-----

**Mid-Atlantic**

**DE, MD, PA, VA, WV**

**Susan W. Lynch**

**Director**

470 L'Enfant Plaza East, SW  
Suite 8100 (3FP-W)  
Washington, DC 20407

Phone: 202-619-8990

Fax: 202-619-8947

**Joseph M. Hvorecky**

**Deputy Director, Property Management  
Division**

Wanamaker Building  
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Phone: 215-656-3921

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**Charles Robinson**

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**Mid-Atlantic (National  
Capital)**

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**Sherlean Route**

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**Bob Forsythe**

**Personal Property Center**

6808 Loisdale Rd  
Bldg. A, Suite 1  
Springfield, VA 22150

Phone: 703-557-0180

703-557-2670

**Iris Wright-Simpson**

**Surplus Sales Center**

6808 Loisdale Rd  
Bldg. A, Suite 2  
Springfield, VA 22150

Phone: 703-557-7785

Info Line: 703-557-7796

Fax: 703-557-1633

-----

## Southeast Sunbelt

**AL, FL, GA, KY, MS, NC, SC, TN**

**Cheryl Hall**  
**Director, Property Management Division**  
**(4FD)**

401 W. Peachtree Street, Room 2600  
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**Don Conklin**

**Operations Manager**  
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-----

## Great Lakes

**IL, IN, MI, MN, OH, WI**

**Gregory Flores**  
**Chief, Personal Property Branch (5FBP)**

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DPN 34-6, Rm 3400  
Chicago, IL 60604-1696

Phone: 312-886-8996

Info Line: 312-886-8686

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-----

## Heartland

**IA, KS, MO, NE**

**Ed Hodges**  
**Director, Property and Traffic**  
**Management Division (6FBD)**  
1500 East Bannister Road, Room 1102  
Kansas City, MO 64131

Phone: 816-823-3700

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**Tim Gosnell**

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1500 East Bannister Road, Room 1102  
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-----

## Greater Southwest

**AR, LA, NM, OK, TX**

**Aaron Pryor**  
**Director, Property Management Division**  
**(7FMP)**

819 Taylor Street, Room 7A07  
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**Linda Brower**  
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-----

## Rocky Mountain

**CO, MT, ND, SD, UT, WY**

**Bobby Givens**  
**Chief, Property Management (7FP-8)**

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-----

## Pacific Rim

**AZ, CA, HI, NV, CM, AS, GU**

**Peggy Lowndes**  
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**(9FBP)**

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-----

## Northwest/Arctic

**AK, ID, OR, WA**

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## **Central Office**

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Central Office  
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**Utilization and Donation Branch**  
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**General Services Administration**  
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1941 Jefferson Davis Highway, Room 812  
Arlington, VA 22202

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Fax: 703-305-7728





DEPPC  
USDA Departmental

Internet Address

[HTTP://WWW.NFC.USDA.GOV/PROPEXCS](http://www.nfc.usda.gov/propeXCS)



DRMS

(Defense Reutilization and Marketing Service)

Internet Address

[HTTP://WWW.DRMS.DLA.MIL](http://www.drms.dla.mil)



**FEDS/SCREEN**  
**General Services Administration**

Internet Address

[HTTP://WWW.FSS.GSA.GOV/PROPERTY/](http://www.fss.gsa.gov/property/)



**RCP**  
**(Recycling Control Point)**

**Internet Address**

**[HTTP://WWW.DRMS.DLA.MIL/  
NEWRTD/HTML/RCP.HTML](http://www.drms.dla.mil/newrtd/html/rcp.html)**



**United States Department of Agriculture**



**FEPP USER'S GUIDE  
TO FEDERAL SUPPLY CLASSIFICATION  
CODES FOR LOANED AND  
EXPENDABLE PROPERTY**

**FOR  
CSREES 1862 AND 1890 LAND  
GRANT UNIVERSITIES**

**ADMINISTERED BY THE AGRICULTURAL  
RESEARCH SERVICE  
PROPERTY GROUP  
PROCUREMENT AND PROPERTY DIVISION  
ADMINISTRATIVE AND FINANCIAL MANAGEMENT**

**Disclaimer: This is only a guide, ARS, PPD  
reserves the right to make  
changes and handle any deviations  
on a case by case bases**

|   |             |                      |
|---|-------------|----------------------|
| Weapons   |             |                      |
| Nuclear Ordnance  | 1005-1095   | Special Request Item |
| Fire Control Equipment                                    | 1105 - 1195 | Special Request Item |
| Ammunition and Explosives                                 | 1210 - 1290 | Special Request Item |
| Guided Missile  | 1305 - 1398 | Special Request Item |
| Guided Missiles Components                                | 1410        | Special Request Item |
| Guided Missiles Systems Complete                          | 1420        | Special Request Item |
| Guided Missiles Subsystems                                | 1425        | Special Request Item |
| Guided Missiles Remote Control Systems                    | 1427        | Special Request Item |
| Launchers, Guided Missile                                 | 1430        | Special Request Item |
| Guided Missile Handling and Servicing Equipment           | 1440        | Special Request Item |
| Aircraft and Airframe Structural Components               | 1450        | Loan                 |
| Aircraft Components and Accessories                       | 1510 - 1550 | Special Request Item |
| Aircraft Launching, Landing, and Ground Hauling Equipment | 1560        | Loan                 |
| Space Vehicles  | 1610 - 1680 | Loan                 |
| Ships, Small Craft, Pontoons, and Floating Docks          | 1710 - 1740 | Loan                 |
| Ship and Marine Equipment                                 | 1810        | Special Request Item |
|   | 1820        | Loan                 |
|   | 1830 - 1840 | Special Request Item |
|   | 1850        | Loan                 |
|   | 1860        | Loan                 |
|   | 1905 - 1935 | Special Request Item |
|   | 1940 - 1990 | Loan                 |
|   | 2010 - 2090 | Expendable           |
| Railway Equipment   | 2210 - 2240 | Loan                 |
|   | 2250        | Expendable           |

|   |             |                      |
|---|-------------|----------------------|
| Motor Vehicles, Trailers, Cycles                          |             |                      |
|   | 2305        | Special Request Item |
|   | 2310 - 2340 | Loan                 |
| Tractors  | 2350        | Special Request Item |
| Vehicular Equipment Components                            | 2410 - 2430 | Loan                 |
| Tires and Tubes   | 2510 - 2590 | Expendable           |
| Engines, Turbines, and Components                         | 2610 - 2640 | Expendable           |
| Engines Accessories                                       | 2805 - 2895 | Expendable           |
| Mechanical Power Transmission Equipment                   | 2910 - 2995 | Expendable           |
| Bearings  | 3010 - 3040 | Expendable           |
| Woodworking Machinery and Equipment                       | 3110 - 3130 | Expendable           |
| Metalworking Machinery                                    | 3210 - 3220 | Loan                 |
|   | 3230        | Expendable           |
|   | 3405 - 3438 | Loan                 |
|   | 3439        | Expendable           |
|   | 3441 - 3450 | Loan                 |
|   | 3455 - 3465 | Expendable           |
|   | 3470        | Loan                 |
| Service and Trade Equipment                               | 3510 - 3550 | Loan                 |
|   | 3590        | Expendable           |
| Special Industry Equipment                                | 3605 - 3695 | Loan                 |
| Agriculture Machinery and Equipment                       | 3710 - 3730 | Loan                 |
|   | 3740 - 3770 | Expendable           |
| Construction, Mining, Excavating Highway Maint, Equipment | 3805 - 3810 | Loan                 |
|   | 3815 - 3820 | Expendable           |
|   | 3825        | Loan                 |
|   | 3830 - 3835 | Expendable           |
|   | 3895        | Loan                 |
| Materials Handling Equipment                              | 3910        | Loan                 |

|   |             |                                    |
|---|-------------|------------------------------------|
|   | 3915 - 3920 | Expendable                         |
|   | 3930        | Loan                               |
|   | 3940 - 3950 | Expendable                         |
|   | 3960        | Loan                               |
|   | 3990        | Expendable                         |
| Rope, Cable, Chain, and Fittings                                |             |                                    |
|   | 4010 - 4030 | Expendable                         |
| Refrigeration and AC Equipment                                  |             |                                    |
|   | 4110 - 4120 | Loan                               |
|   | 4130 - 4150 | Expendable                         |
|   |             |                                    |
| Fire Fighting, Rescue, and Safety Equipment                     |             |                                    |
|   | 4210 - 4230 | Exp. (except fire trucks/trailers) |
|   | 4235        | Loan                               |
|   | 4240        | Expendable                         |
|   | 4250        | Loan                               |
| Furnace, Steam Plant, and Drying Equipment and Nuclear Reactors |             |                                    |
|   | 4310        | Loan                               |
|   | 4320 - 4330 | Expendable                         |
| Pumps and Compressors   |             |                                    |
|   | 4410 - 4460 | Loan                               |
|   | 4470        | Special Request                    |
|   |             |                                    |
| Plumbing, Heating, and Sanitation Equipment                     |             |                                    |
|   | 4510 - 4540 | Expendable                         |
| Water Purification and Sewage Treatment Equipment               |             |                                    |
|   | 4610 - 4630 | Loan                               |
| Pipe, Tubing, Hose, and Fittings                                |             |                                    |
|   | 4710 - 4730 | Expendable                         |
| Valves  |             |                                    |
|   | 4810 - 4820 | Expendable                         |
|   |             |                                    |
| Maintenance Repair Shop Equipment                               |             |                                    |
|   | 4910 - 4920 | Loan                               |
|   | 4927        | Special Request Item               |
|   | 4930        | Expendable                         |
|   | 4941        | Loan                               |
|   | 4933 - 4935 | Special Request Item               |
|   | 4940        | Loan                               |
|   | 4960        | Special Request Item               |
| Hand Tools  |             |                                    |
|   | 5110 - 5180 | Expendable                         |
| Measuring Tools   |             |                                    |
|   | 5210 - 5280 | Expendable                         |

|  |             |                                |
|--|-------------|--------------------------------|
| Hardware and Abrasive  |             |                                |
|  | 5305 - 5365 | Expendable                     |
| Prefabricated Structures and Scaffolding                       |             |                                |
|  | 5410 - 5420 | Loan                           |
|  | 5430 - 5440 | Expendable                     |
|  | 5445        | Exp. except tower assemblies   |
|  | 5450        | Loan                           |
| Lumber, millwork, plywood, and veneer                          |             |                                |
|  | 5510 - 5530 | Expendable                     |
| Construction and Building Materials                            |             |                                |
|  | 5610 - 5680 | Expendable                     |
| Communications Equipment                                       |             |                                |
|  | 5805 - 5815 | Expendable except fax mach.    |
|  | 5820        | Loan                           |
|  | 5821        | Special Request Item           |
|  | 5825        | Loan                           |
|  | 5826        | Special Request Item           |
|  | 5830        | Loan                           |
|  | 5831        | Special Request Item           |
|  | 5835 - 5836 | Loan                           |
|  | 5840 - 5841 | Special Request Item           |
|  | 5845 - 5850 | Loan                           |
|  | 5855        | Special Request Item           |
|  | 5860        | Loan                           |
|  | 5865 - 5895 | Special Request Item           |
| Electrical and Electronics Equipment Components                |             |                                |
|  | 5905 - 5999 | Expendable                     |
| Fiber Optics Materials, Components, Assemblies and Accessories |             |                                |
|  | 6004 - 6050 | Expendable                     |
|  |             |                                |
| Electric Wire and Power and Distribution Equipment             |             |                                |
|  | 6105 - 6110 | Expendable                     |
|  | 6115 - 6117 | Loan                           |
|  | 6120 - 6160 | Expendable                     |
| Lighting Fixtures and Lamps                                    |             |                                |
|  | 6210 - 6260 | Expendable                     |
| Alarm and Signal Systems                                       |             |                                |
|  | 6310 - 6330 | Expendable                     |
|  | 6340        | Special Request Item           |
| Medical, Dental, Veterinary Equipment and Supplies             |             |                                |
|  | 6505 - 6508 | Special Request Item           |
|  | 6510        | Expendable                     |
|  | 6515        | Expendable except EKG equip.   |
|  | 6520        | Expendable                     |
|  | 6525        | Expendable except x-ray equip. |
|  | 6530 - 6532 | Expendable                     |
|  | 6540        | Expendable except equip.       |

Instruments and Laboratory

Equipment  
 6605 Expendable  
 6610 - 6615 Special Request Item  
 6625 - 6636 Loan  
 6640 Loan except for supplies  
 6645 - 6675 Loan  
 6680 - 6685 Expendable  
 6695 Loan

Photographic Equipment

6710 - 6740 Loan  
 6750 Expendable  
 6760 Loan  
 6770 Expendable  
 6780 Loan

Chemicals and Chemical Products

6810 - 6850 Expendable

Training Aids and Devices

6910 - 6940 Special Request Item

Automatic Data Processing Equipment

7010 - 7025 Loan  
 7030 Special Request Item  
 7035 Expendable  
 7040 - 7042 Loan  
 7045 - 7050 Expendable

Furniture

7105 - 7195 Expendable

Household and Commercial Furnishings and Appliances

7210 - 7290 Expendable

Food and Food Preparation and Servicing Equipment

7310 - 7320 Expendable except appliances  
 7330 - 7350 Expendable  
 7360 Expendable except field kitchens

Office Machines

7420 Expendable  
 7430 - 7490 Loan

Office Supplies and Devices

7510 - 7540 Expendable

Books and Other Publications

7610 - 7690 Expendable

Musical Instruments, Phonographs and Home-type Radios

7710 - 7720 Expendable  
 7730 Loan

Recreational and Athletic Equipment

7740 Expendable  
 7810 - 7830 Expendable

Cleaning Equipment and Supplies

7910 Expendable except floor polishers  
 7920 - 7930 Expendable

Brushes, Paint, Sealers, and Adhesives

8010 - 8040 Expendable

Containers, Packaging, and Packing Supplies

8105 - 8145 Expendable

Textiles, Leather, Furs, Apparels, and Shoe Findings, Tents and Flags

8305 - 8345 Expendable

Clothing and Individual Equipment

8405 - 8475 Expendable

Toiletries

8510 - 8540 Expendable

Agriculture Supplies

8710 Expendable

Live Animals

8810 - 8820 Expendable

Subsistence

8905 - 8960 Expendable  
 8965 Special Request Item  
 8970 - 8975 Expendable

Fuels, Lubricants, Oils, and Waxes

9110 - 9160 Expendable

Non-Metallic Crude and Fabricated Materials

9310 - 9390 Expendable

Non Metallic Crude Material

9410 - 9450 Expendable

Metal Bars, Sheets, and Shapes

9505 - 9545 Expendable

Ores, Minerals, and their Primary Products

9610 - 9680 Expendable

Signs, Advertising displays, and Identification Plates

9905 Expendable

Jewelry

9910 Special Request Item

Collectors Items

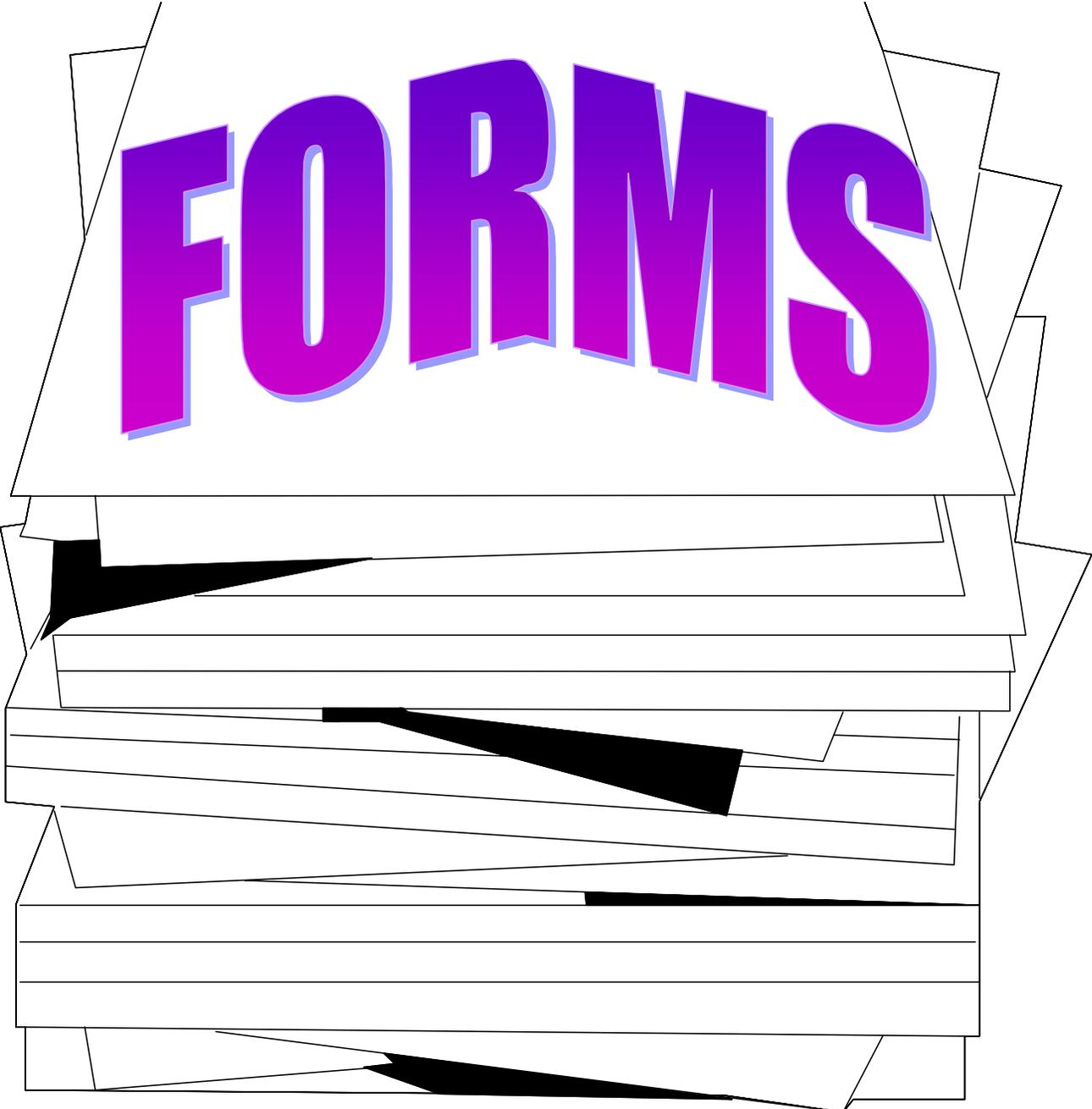
9915 Loan

Smokers Articles and Matches

9920 Expendable

Ecclesiastical Equipment, Furnishings, and Supplies

|  |      |                      |
|--|------|----------------------|
|  | 9925 | Expendable           |
| Memorials, Cemeteries and<br>Mortuary Equipment and Supplies |      |                      |
|  | 9930 | Special Request Item |
| Miscellaneous Items  |      |                      |
|  | 9999 | Special Request Item |



# SF - 122

| STANDARD FORM 122<br>JUNE 1974<br>GENERAL SERVICES<br>ADMINISTRATION<br>FPMR (41 CFR) 101-32.500<br>(When used outside GSA)   |                     | <b>TRANSFER ORDER<br/>EXCESS PERSONAL PROPERTY</b>  |  |          | 1. ORDER NO.<br><b>CSREES -</b><br>2. DATE |             |
|---|---------------------|---|--|----------|--|-------------|
| 3. TO: <b>GENERAL SERVICES ADMINISTRATION*</b><br>GS REGION:            CONTACT PERSON:<br>ADDRESS:                FAX NUMBER:<br>CITY, STATE & ZIP CODE  |                     |   | 4. ORDERING AGENCY (Name and address)<br><b>USDA, ARS, ARS, PFD - L. PODIELSKY</b><br><b>1400 INDEP. AVE., S.W., STOP # 0311</b><br><b>WASHINGTON, DC 20250 - 0311</b> |          |  |             |
| 5. HOLDING AGENCY (Name and address)<br>NAME AND ADDRESS<br>OF AGENCY OWNING EXCESS PROPERTY  |                     |   | 6. SHIP TO (Change if applicable)<br>NAME OF YOUR UNIVERSITY<br>UNIVERSITY ADDRESS<br>CITY, STATE & ZIP CODE   |          |  |             |
| 7. LOCATION OF PROPERTY   |                     |   | 8. SHIPPING INSTRUCTIONS   |          |  |             |
| 9. ORDERING AGENCY APPROVAL<br>A. SIGNATURE<br>B. DATE  |                     |   | 10. APPROPRIATION SYMBOL AND TITLE   |          |  |             |
| C. TITLE<br><b>LANAK, PODIELSKY</b><br><b>FEPP COORDINATOR</b>  |                     |   | 11. ALLOTMENT  |          | 12. GOVERNMENT BL. NO.                     |             |
| 13. PROPERTY ORDERED  |                     |   |  |          |  |             |
| GSA AND HOLDING AGENCY NOB.   | ITEM NO.            | DESCRIPTION<br><small>(Include where applicable, FSC or NSN and CTS, Condition Code and, if available, National Stock Number)</small> | UNIT   | QUANTITY | ACQUISITION COST                           |             |
| (00)  | (00)                | (00)  | (00)   | (00)     | UNIT (0)                                   | TOTAL (00)  |
|   |                     | ACTIVITY ADDRESS CODE: 123159   |  |          |  |             |
| <p>THIS PROPERTY IS REQUESTED BY USDA-CSREES AND WILL BE USED IN THE CONDUCT OF APPROVED PROJECTS AND PROGRAMS. TITLE REMAINS VESTED WITH USDA AND THE PROPERTY WILL NOT BE TRANSFERRED, SOLD, OR DISPOSED OF WITHOUT THE INSTRUCTIONS OF THE FEPP COORDINATOR.</p> |                     |   |  |          |  |             |
| SIGNATURE _____   |                     |   | DATE _____   |          |  |             |
| ITEM DESCRIPTION:<br>MANUFACTURER:<br>MODEL:<br>FSC CODE:<br>SERIAL / VIN NUMBER<br>MILEAGE - TRANSMISSION TYPE<br>DRIVE TYPE (e.g., FRONT WHEEL, 4 WHEEL DRIVE, ETC)   |                     |   |  |          |  |             |
| 14. GSA APPROVAL  |                     | A. SIGNATURE  |  | B. TITLE |  | C. DATE     |
| FPMR USE ONLY   | AGENCY AND LOCATION |   |  | FBO      | CONDITION                                  | SOURCE CODE |
|   | AGENCY              | STATE   |  |          |  |             |

\* Include ZIP Code  
 This form is electronically produced by GSA Federal Forms, Inc.

# SF - 120

| STANDARD FORM 120 REV.<br>APRIL 1967<br>GSA GEN. ADM. REG. NO. 27<br>FPMR (41 CFR) 101-11.6 |   | <b>REPORT OF<br/>EXCESS PERSONAL<br/>PROPERTY</b> |                                       | 1. REPORT NO.                           | 2. DATE MAILED                               | 3. TOTAL COST<br>\$                                       |  |
|---|---|---|---------------------------------------|---|--|---|--|
| 4. TYPE OF REPORT<br><small>(Check one only of "a," "b," "c," or "d")</small>               |   | <input type="checkbox"/> a. ORIGINAL              | <input type="checkbox"/> b. CORRECTED | <input type="checkbox"/> c. PARTIAL W/D | <input type="checkbox"/> d. TOTAL W/D        | <small>(Also check "f" and/or "g" if appropriate)</small> |  |
|   |   |   |                                       |   |  | <input type="checkbox"/> e. OVERSEAS                      | <input type="checkbox"/> f. CONTRACTORS INV. |
| 5. TO (Name and Address of Agency to which report is made) THRU                             |   |   |                                       |   | 6. APPROP. OR FUND TO BE REIMBURSED (If any) |   |  |
| USDA, ARS, AFM, PFD - L. PODIELSKY<br>WASHINGTON, DC 20250-0311                             |   |   |                                       |   |  |   |  |
| 7. FROM (Name and Address of Reporting Agency)  |   |   |                                       |   | 8. REPORT APPROVED BY (Name and Title)       |   |  |
| NAME OF YOUR UNIVERSITY<br>UNIVERSITY ADDRESS   |   |   |                                       |   | APO'S NAME AND TITLE                         |   |  |
| 9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)                       |   |   |                                       |   | 10. AGENCY APPROVAL (If applicable)          |   |  |
| NAME OF YOUR UNIVERSITY<br>UNIVERSITY ADDRESS<br>APO'S NAME AND TELEPHONE NUMBER            |   |   |                                       |   | APO SIGNATURE                                |   |  |
| 11. SURVIVAL PURCHASE CRUISE OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) |   |   |                                       |   | 12. GSA CONTROL NO.                          |   |  |
| 13. FSO GROUP NO.   | 14. LOCATION OF PROPERTY (If location is to be abandoned give a date)   |   | 15. REIMBURSED                        |   | 16. AGENCY CONTROL NO.                       | 17. SURPLUS RELEASE DATE                                  |  |
|   |   |   | YES NO                                |   |  |   |  |
|   |   |   | X                                     |   |  |   |  |
| FSC CODE  | PROPERTY LOCATION   |   |                                       |   |  |   |  |
| 18. EXCESS PROPERTY LIST  |   |   |                                       |   |  |   |  |
| ITEM NO.<br>(a)   | DESCRIPTION<br>(b)  | COND.<br>(c)                                      | UNIT<br>(d)                           | NUMBER OF UNITS<br>(e)                  | ACQUISITION COST                             |   | FAIR VALUE<br>(f)                            |
|   |   | CC  | EA.                                   | #OF UNITS                               | PER UNIT (f)                                 | TOTAL (g)   | DOLLAR AMOUNT                                |
|   | ITEM DESCRIPTION<br>MANUFACTURER<br>MODEL<br>SERIAL / VIN. NUMBER<br>CONDITION CODE<br>FSC CODE<br>ACQUISITION DOCUMENT NUMBER<br>MILEAGE + TRANSMISSION TYPE<br>DRIVE TYPE i.e., (FRONT WHEEL, 4 WHEEL DRIVE ET<br>NFC ID# |   |                                       |   |  |   |  |
|   | <b>ITEM DESCRIPTION NEEDS TO BE FACTUAL AS POSSIBLE</b>   |   |                                       |   |  |   |  |



# AD-107

| United States Department of Agriculture   |   | Report No.  |
|---|---|---|
| <b>Report of Transfer or Other Disposition or Construction of Property</b>  |   | Date  |
| <b>1. Type of Transaction (Report each type separately)</b><br><br><input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation<br><input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-is | <b>2. Authorization Reference</b><br><br>   | <b>3. Proceeds Received</b><br><br>\$   |
| <b>4. Reporting Agency</b><br>USDA, CSREES  |   | <b>5. Receiving Agency (Or Name of Purchaser or Donor)</b><br>USDA - CSREES   |
| <b>A. Organizational Unit</b><br>NAME OF YOUR UNIVERSITY  |   | <b>A. Organizational Unit (Or Address of Purchaser)</b><br>UNIVERSITY RECEIVING PROPERTY  |
| <b>B. Location</b><br>CITY, STATE & ZIP CODE  |   | <b>B. Location</b>  |
| <b>C. Signature</b>   |   | <b>C. Signature</b>   |
| <b>D. Title</b><br>ACCOUNTABLE PROPERTY OFFICER   |   | <b>D. Title</b>   |
| <b>E. Date</b>  |   |   |
| 6. Property Items   |   |   |
| Quantity<br>(Or Prop. No.)  | Item Description<br>(Give Full Details Including Serial Number, If Any, and Condition Code)   | Inventory<br>Value  |
| THIS PROPERTY IS REQUESTED BY USDA-CSREES AND WILL BE USED IN THE CONDUCT OF APPROVED PROJECTS AND PROGRAMS. TITLE REMAINS VESTED WITH USDA AND THE PROPERTY WILL NOT BE SOLD, OR DISPOSED OF WITHOUT THE INSTRUCTIONS OF THE FEPP COORDINATOR.<br><br>SIGNATURE  | ITEM DESCRIPTION:<br>MANUFACTURER:<br>MODEL:<br>SERIAL/ VIN NUMBER:<br>CONDITION CODE:<br>FSC CODE:<br>ACQUISITION DOCUMENT NUMBER:<br>MILEAGE:<br>NRC ID#:<br><br>IS REQUESTED BY USDA-CSREES AND WILL BE USED IN THE CONDUCT OF APPROVED PROJECTS AND PROGRAMS. TITLE REMAINS VESTED WITH USDA AND THE PROPERTY WILL NOT BE SOLD, OR DISPOSED OF WITHOUT THE INSTRUCTIONS OF THE FEPP COORDINATOR.<br><br>_____ DATE _____<br>LANA K. PODIELSKY |   |
| Certifications of Property and Fiscal Officers  |   |   |
| <b>7. Property Officer:</b> This transaction is completed and the necessary entries have been made to adjust the property records/proceeds, if any, are to be deposited to:   |   | <b>8. Fiscal Officer:</b><br>A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.<br>B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records. |
| Amount: _____   |   | Schedule No.: _____   |
| <b>Signature</b>  | <b>Date</b>   | <b>Signature</b>  |
|   |   | <b>Date</b>   |

Date Posted: \_\_\_\_\_

**PUBLIC NOTICE**  
**OF**  
**ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY**

**NOTICE:**

Notice is hereby given that the \_\_\_\_\_ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name: \_\_\_\_\_

General Description: \_\_\_\_\_  
\_\_\_\_\_

FSC or NSN: \_\_\_\_\_

Quantity: \_\_\_\_\_

Condition: \_\_\_\_\_

Total Acquisition Cost: \_\_\_\_\_

**DONATION:**

Beginning on \_\_\_\_\_, until close of business \_\_\_\_\_, the above property will be available for donation to public bodies. After this time, all remaining property will be abandoned or destroyed, in accordance with applicable Government disposal regulations.

**SALE:**

In addition to the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

**INSPECTION:**

This property is available for inspection at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact: \_\_\_\_\_.



# FEDS/SCREEN APPLICATION

This application must be attached to an approved letter from the APO requesting access to FEDS.

Complete this form with the following information.

## REQUIRED INFORMATION

- 1) NAMES (S) \_\_\_\_\_
- 2) TELEPHONE NO./CITY & STATE  
\_\_\_\_\_

AGENCY NAME United States Department of Agriculture

AGENCY/BUREAU CODE 1205

PERMISSION LEVELS:

SEARCH ONLY \_\_\_\_\_

SEARCH & FREEZE X

*Complete items 1 - 2*

# **ELECTRONIC SCREENING GUIDE**



# ***Getting Big “Returns” from your Keyboard***



## ***A Mini Help-Guide to Electronic Screening on General Services Administration’s FEDS System and the DRMS Home Page***

Has been edited from original document  
Prepared by C. Locke, UK, for USDA - CSREES participants  
Professional Development Workshop – Colorado Springs, Colorado  
Users and Screeners Association  
August 7 - 10, 2000

## **Introduction**

Electronic screening of Excess Property gives property managers and screeners an extra “boost” in keeping acquisitions productive. Prior, physical screening of property was the only avenue available for acquisitions. Recent efforts by the General Services Administration (GSA) and Defense Reutilization and Marketing Service (DRMS) facilitated using online screening of federal excess property. However, electronic screening can never completely replace physical screening. The more productive property programs focus efforts equally in both areas. Listed below are some aspects of the two types of screening:

### **Physical Screening**

- Can physically see and examine item(s) in person to determine condition and quality.
- Allows customer to make improved decisions regarding acquisition and repair/maintenance cost.
- Limited geographical screening area.
- Requires travel time and expense.

### **Electronic Screening**

- Allow customers to cover a larger geographical area.
- Allows access to property as soon as it enters the system.
- Screeners can “freeze” items from their desktop computer (FEDS system only).
- Allows queries on specific types of items.
- Allows user to screen available items at an agency or DRMO before visiting in person (FEDS system only).
- Cannot physically view items, but must investigate for additional information.
- This may include a physical trip to view the property in person if the item(s) are of significant value or importance. Many times, the necessary information can be gained simply by calling the property holder.
- At a DRMO, screeners may have to take extra steps to ensure item is still available.

We have included basic information that will help guide you through electronic screening with GSA, DRMS, RCP, and USDA.

## FEDS/SCREEN

The FEDS/SCREEN (Federal Equipment Disposal System/Search by Computer and Requ<sup>st</sup> Excess by Electronic Notification) system is operated by General Services Administration and accessible via modem with communication software or via the Internet. The internet address is:

<http://www.fss.gsa.gov/property/>

### Aspects of FEDS:

- Allows electronic screening directly from your personal PC.
- View both federal agency and DRMS origin.
- Allows a variety of search criteria including:
  - FSC (Federal Stock Class),
  - NSN (National Stock number),
  - By individual document number (to locate information on a specific piece of property)
  - By specific agency / military base, and
  - New inventory items.
- Freeze online.
- Updated nightly.
- Allows advanced freezing options such as multiple freezes and dropping freezes.
- Need access account and password.

The complete user's manual for FEDS is located on the Internet at:

<http://www.fss.gsa.gov/property/>

### A Quick Tour of FEDS

*(Note: most instructions below pertain to screens on the dial-up system. Screens via the Internet are identical, but interrogation actions will be slightly modified for Internet use. Example: user must tab between options on the dial-up version, but can click on desired selection on the Internet version).*

Access to FEDS/SCREEN is available via a modem with communication software or the Internet. Some of the modem communication software packages used are ProComm Plus, First Choice, Windows95 HyperTerminal, etc.

Users must submit requests to acquire FEDS through their APO's to the FEPP Coordinator. Users are required to pass through two separate gateways to access FEDS. GSA provides a "general" access code and password with a user's individual access code and password.

## 1. Logon Screen

|   |          |
|---|----------|
| LOGON - Menu-Assisted Resource Control                                | 17:28:47 |
| General Services Administration                                       |          |
| GSAA  |          |
| Please enter your user code >   |          |
| ...and your password >  |          |
| NOTICE: ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS ONLY. |          |

Enter the **general** user code and password. Entry into the SCREEN section is two screens later and will request user's **individual** access code and **personalized password**. However, **new users must** change their password. Tab to move between spaces; hit return key when done. **Note: FEDS accepts uppercase letters only**. Users have the option to change their password.

## 2. Main Entry Menu

|   |                        |
|---|------------------------|
| FSS23MENU - FEDERAL EXCESS DISPOSAL SYSTEM                | 17:29:19               |
| Action: >   | <                      |
| HOMe PReV GO PArEnt COMnd                                 | (Press SPCFY for Help) |
| 1 FEDERAL DISPOSAL SYSTEM (FEDS)                          |                        |
| 2 FEDS PRACTICE SYSTEM                                    |                        |
| L LOG OUT   |                        |
| ENTER A SELECTION AND TRANSMIT                            |                        |
| Choice: >   |                        |
| Unisys NX4800:5193 GSAA MARC 43.289.8037 COMS 43.289.8063 |                        |
| User = F060000; Session = 7652.                           |                        |

Enter 1 and Return to continue.

### 3. *FEDS* access window

|   |                   |
|---|-------------------|
| [FEDSLOG]   | 08/04/98 05:29:49 |
| GENERAL SERVICES ADMINISTRATION<br>FEDERAL SUPPLY SERVICE<br>FEDERAL DISPOSAL SYSTEM (FEDS) |                   |
| SIGN-ON SCREEN  |                   |
| ACCESS CODE: >  |                   |
| PASSWORD: >   |                   |
| TRANSMIT: >   |                   |
| ENTER "EXIT" INTO ACCESS CODE FIELD OR LEAVE BLANK TO EXIT THE FEDS SYSTEM                  |                   |

Enter individual user's access code and personalized password. Hit return.

### 4. **FEDS** Main Menu

|                                |                   |
|--------------------------------|-------------------|
| [INTLMENU<                     | 08/04/98 17:32:17 |
| MAIN MENU                      |                   |
| 1. INTERNAL ITEMS MENU         |                   |
| 2. EXTERNAL ITEMS MENU         |                   |
| 3. REPORT PROPERTY             |                   |
| 4. GSA INTERNAL FUNCTIONS MENU |                   |
| N. NEWS                        |                   |
| H. HELP                        |                   |
| L. LOG OUT                     |                   |
| ENTER SELECTION: > <           |                   |

Enter "2" and Hit return

## 5. FEDS External Items Menu

|            |                                |                   |
|------------|--------------------------------|-------------------|
| [FEDSMENU] | FEDERAL EXCESS DISPOSAL SYSTEM | 08/04/98 17:32:35 |
|            | EXTERNAL ITEMS MENU            |                   |
|            | 1. SEARCH AND FREEZE           |                   |
|            | 2. NEW MULTIPLE ITEM FREEZES   |                   |
|            | 3. ADD TO EXISTING FREEZES     |                   |
|            | 4. CHANGE EXISTING FREEZES     |                   |
|            | 5. FROZEN ITEMS INQUIRY        |                   |
|            | 6. DELETE FREEZES              |                   |
|            | H. HELP                        |                   |
|            | G. GSA INTERNAL FUNCTIONS MENU |                   |
|            | M. MAIN MENU                   |                   |
|            | L. LOG OUT                     |                   |
|            | Selection: > <                 |                   |

To search/freeze enter "1" and Hit return

## 6. Interrogation screen

```
[FEDS100]          PROPERTY SEARCH SCREEN          08/04/98 17:23:23

                    PRIMARY SEARCH CRITERIA (CHOOSE ONE ONLY)

1) STOCK NUMBER      >2320< >
2) DESCRIPTION        >
3) ITEM CONTROL NO   >
4) DATE REPORTED (= OR >)
5) DRMO               >
6) ALL CIVIL AGENCIES >
7) ONE CIVIL AGENCY  >
8) ACTIVITY ADDRESS CD >
9) SURPLUS RELEASE DATE (= OR >) >

                    SECONDARY SEARCH CRITERIA (ENTER ALL DESIRED)

EXCESS OR SURPLUS (E OR S) >E<          CONDITION CD (1-9, S OR X) ><
REGION (0-9 OR W)          ><          DATE REPORTED (= OR >) >080198<
AGENCY OR AGENCY/BUREAU   > <          CIVILIAN AGENCIES ONLY (X) ><
DRMO                       > <          ACTIVITY ADDRESS CD      > <
SURPLUS RELEASE DATE (= OR >) > <
```

ENTER (H)ELP, M, SL OR BLANK: > <

The **interrogation screen** is the “heart” of the FEDS/SCREEN. Here the user can enter specific search criteria. The top section contains the primary search selections. Users can enter only one primary search selection. However, the bottom section allows secondary search such as add “E” to screen excess items only; a specific condition code or date reported (to screen since X number of days ago).

## 7. Results window

| [FEDS300 <    |                  | SELECTED PROPERTY LIST |          |      | 08/04/98 17:24:27 |        |   |
|---------------|------------------|------------------------|----------|------|-------------------|--------|---|
| FSC/NIIN 2320 |                  | PAGE: 1                |          |      |                   |        |   |
| ITEM          |                  |                        | COND     | FRZE |                   |        |   |
| CONTROL NO.   | NOUN NAME        | U/I                    | QTY      | SRD  | CD                | QTY    |   |
| 1)            | 1236WW 8189 ME03 | TRUCK TANK             | 1953 2.5 | EA   | 1                 | 082598 | 9 |
| 2)            | N00187 8197 0002 | DODGE                  |          | EA   | 1                 | 082898 | 9 |
| 3)            | W45C21 8204 0001 | FORD TRACTOR TRUCK     |          | EA   | 1                 | 082898 | 9 |
| 4)            | N00251 8209 F200 | TRUCK CARGO PICKUP     |          | EA   | 1                 | 082898 | 8 |
| 5)            | N00251 8209 F201 | TRUCK CARGO            |          | EA   | 1                 | 082898 | 9 |
| 6)            | N00246 8072 8049 | DODGE PICK UP TRUCK    |          | EA   | 1                 | 082198 | 8 |
| 7)            | N00246 8072 8051 | TRUCK PICK UP          |          | EA   | 1                 | 082198 | 8 |
| 8)            | N68335 8210 6601 | SEDAN FORD 1990        |          | EA   | 1                 | 090498 | 4 |
| 9)            | M93003 8189 E547 | TRK VAN 7PASS          |          | EA   | 1                 | 091198 | 9 |
| 10)           | N00421 8201 K304 | TRUCK TRACTOR          |          | EA   | 1                 | 082898 | 9 |
| 11)           | W809HE 8209 0418 | TRUCK,WRECKER          |          | EA   | 1                 | 082898 | 9 |
| 12)           | W31G3G 8182 0005 | TRUCK,WRECKER          |          | EA   | 1                 | 082198 | 9 |
| 13)           | W61LQA 7343 0003 | TRUCK,WRECKER          |          | EA   | 1                 | 100298 | 9 |
| 14)           | W61LQA 5275 0003 | TRUCK TRACTOR          |          | EA   | 1                 | 100298 | X |
| 15)           | W81EEL 7363 0006 | TRUCK,CARGO            |          | EA   | 1                 | 090498 | 8 |
| 16)           | W61LQK 6052 0001 | TRUCK,CARGO            |          | EA   | 1                 | 100298 | 8 |
| 17)           | W16JFJ 8140 0001 | TRUCK,CARGO            |          | EA   | 1                 | 090498 | 7 |
| 18)           | W81F6X 8135 0001 | TRUCK,CARGO            |          | EA   | 1                 | 090498 | 8 |
| 19)           | W81H7U 8210 8001 | TRUCK,CARGO            |          | EA   | 1                 | 082198 | 5 |

The results screen will display 19 line items per window. The most pertinent information is offered on this screen, but users can view by entering the item number and hitting return.

To see the next listing of property, enter "NP"(Next Page) for 19 more line items. Enter "PP" (Previous Page), to return to the previous page.



## **DRMS Home Page**

The second access available for electronic screening is the DRMS home page through the Internet. The address is:

<http://www.drms.dla.mil>

or:

<http://www.drms.com>

The DRMS home page provides the following:

- Searches of DOD property only.
- User-friendly, graphical interface.
- Allow you to search a variety of criteria including.
  - FSC (Federal Stock Class)
  - NSN (National Stock Number)
  - Specific DRMO, area / zone
- Contains pictures and extended descriptions.
- Location info, telephone and fax numbers, addresses, etc. for DRMO's.
- Information on specialized DOD programs (such as Recycling Control Point, Humanitarian Assistance Program, etc. )
- Information is updated daily.
- Does not allow freezes from homepage.  
(Inquire via telephone or fax to the holding DRMO).

### **To “Surf” the DRMS Home Page**

Access site at either <http://www.drms.dla.mil> or <http://www.drms.com> .

Click on the option indicating you represent a federal RTD customer. On the new left menu, under “Transfer”, click on “Gov. Transfer Info”

The next screen gives a brief synopsis of the Reutilization/Transfer/Donation program with various types of search options available.

It will take a few minutes to process information after submitting your query.

To move between menus and screens, use the back button on the browser (similar to any other web site).

Once search information is processed you can click on the item for more information, such as condition codes or national stock numbers.

- Record all pertinent information concerning the item including NSN, turn in document number, location if presented, quantity, acquisition cost, and location of property. Newer Windows applications will allow “cutting and pasting” of information from the browser environment into a word processor such as MS Word or WordPerfect for easy recording of information.
- The DRMS home page does not allow freezes. To screen contact the DRMO concerning the item’s availability. (DRMO phone numbers are listed on the DRMS home page). The most effective route to accomplish this is to record the information on a letterhead or DOD Form 103 and fax to the unit. Include a request for physical confirmation and tagging of the item. You should follow-up with the DRMO within 24 hours to confirm if the item is available and tagged.
- Complete form SF122-Transfer Order Excess Personal Property for FEPP/GSA approval.

# RECYCLING CONTROL POINT (RCP)

## Introduction

The Recycling Control Point program was initiated approximately five years ago by the DLA to replace expensive “moving of property” with the “moving of information.” In the past, they have transported excess property generated at various DLA depots to the nearest DRMO for standard disposal processing.

Under the RCP program, the overall concept leaves property physically in place in the original warehouse locations and makes their excess/surplus status available via the Internet. The actual RCP database is on the DRMS home page at the following address:

- <http://www.drms.dla.mil> or
- <http://www.dla.mil>

The direct web link to the RCP Homepage is:

- <http://www.drms.dla.mil/newrtd/html/rcp.html>

## Aspects

- DRMS pays all shipping of RCP to Federal transfer customers.
- Allow electronic screening directly from your personal PC
- Allows a variety of search criteria including:
  - Federal Supply Group (FSG)
  - Federal Supply Code (FSC)
  - National Stock Number (NSN)
  - or noun description
- Updated nightly
- Does not allow freezes from non-military
- RCP property cannot be physically viewed anytime during its disposal process.
- Information concerning property description and availability is limited to the DRMS home page and GSA’s FEDES system.

The program is coordinated through the RCP Program Office at DRMS Headquarters, Battle Creek, Michigan and is the primary contact for all concerns of RCP property throughout the nation. RCP “Liaisons” at each location provide customer assistance via E-mail or telephone. You can find their names, phone numbers, E-mail addresses, etc. on the RCP home page.

All 22 continental DLA depots are now issuing property via the RCP program.

RCP McClelland, CA  
RCP Jacksonville, FL  
RCP Mechanicsburg, PA  
RCP San Antonio, TX  
RCP Columbus, OH  
RCP Puget Sound, WA  
RCP Corpus Christi, TX  
RCP Tobyhanna, PA  
RCP Barstow, CA  
RCP Warner Robins, GA  
RCP Norfolk, VA

RCP San Diego, CA  
RCP Oklahoma City, OK  
RCP New Cumberland, PA  
RCP Hill, UT  
RCP Tracy, CA  
RCP Anniston, AL  
RCP Sharpe, CA  
RCP Richmond, VA  
RCP Albany, GA  
RCP Cherry Point, NC  
RCP Texarkana, TX

### **Screening RCP Property**

- Access the DRMS web site at the following addresses: <http://www.drms.dla.mil> , <http://www.drms.com> , or <http://www.drms.dla.mil/govrep.html>
- Click on “Government” button on left menu
- On the next screen, click on “RCP” button on left menu
- This brings the user to the RCP main page, click on the “Searchable Database” hyperlink
- This next screen is a data search field users can search by FSC, FSG, NSN, or noun description. Searches via FSC or FSG are the most productive and efficient. Also, users can add in date and location information to restrict the search results.
- RCP items B regardless if they are on the DRMS RCP database or in GSA=s FEDS System B should be electronically frozen in the FEDS database. If possible, include the freeze document number (at the top of the freeze screen) on the SF-122 when preparing for reference.

### **Completing the Transfer Order**

- Preparation of the SF-122 for RCP property is different from the normal DRMO processing. Specifically, the following information applies to preparation of RCP transfer orders:
- In box 3 (GSA address), this will always be the GSA office where the property is physically located. Although the RCP program office in Battle Creek is the central control point for RCP property, Block 3 contains the APO or GSA address where the property is.

- In box 5, the following address will be used regardless of the physical location of the property:

RCP Program, DRMS Headquarters  
Federal Center, 74 N. Washington  
Battle Creek, Michigan 49017

- In box 6 or 8, ensure that you clearly define the actual shipping address. Inserting an office address here -- as most parties do -- may mean they will be deliver large parcels to an undesirable room number or location. RCP property can only ship property to one location per requisitioning activity.
- In box 7, insert the physical location of the property being requested.
- Descriptive information must include the National Stock Number (NSN), Defense Turn-in Document (DTID), Demilitarization code, condition code, quantity, cost each, and extended cost.

Upon completing the SF-122, the FEPP APO will:

- Obtain ordering agency approval (as on normal SF-122).
- Obtain GSA approval (as on normal SF-122) from the APO or office listed in box 3.

Delivery of items usually takes three to four weeks. Remember delivery is at the discretion of RCP and may take longer than three or weeks. Follow up may be necessary.

## **SCREENING USDA EXCESS PERSONAL PROPERTY**

Departmental Excess Personal Property Coordinator (DEPPC) is USDA's internal clearinghouse for excess property. DEPPC has sole authority for assigning USDA excess property to requesting agencies.

You may view USDA's excess personal property through the DEPPC catalog that is available on the Internet at <http://www.nfc.usda.gov/propexc>. Personal property listed in the Excess Property Catalog is available for transfer within USDA. DEPPC reports all excess property to GSA for Federal screening if they do not reassign the property within USDA. DEPPC's Selection procedures include:

- Holding all requests until the closing date of the catalog unless immediate transfer authorization is justified because of need or other circumstances.
- Reviewing request and give preference to a unit of the reporting agency. Otherwise, DEPPC considers such factors, as need statements, packing and loading facilities, etc. before deciding the transfer authorization.
- Mailing approved transfer order to the holding agency and the requesting activity to arrange for physical transfer of the property.
- Holding transfer orders not authorized for transfer on DEPPC wish list.

Each property item listed in the DEPPC catalog provides the location and condition of the property and a contact person for further inquiries. We strongly recommend on-site inspections to determine the property's condition and usefulness. Contact the reporting agency official with personal knowledge about the property in question to confirm the descriptive information especially the condition codes.

If you do not have access to the Internet, you may request a hard copy of the DEPPC catalog at the following address:

Departmental Excess Personal Property Coordinator  
Property and Supply Management Division  
Rural Development  
1520 Market Street  
St. Louis, Missouri 63103  
Contact: Mary Ernst  
Telephone (314) 539-2460 or toll free 1-800-982-0565  
Fax (314) 539-2480  
E-mail: [maryernst@stl.rural.usda.gov](mailto:maryernst@stl.rural.usda.gov)

## **TIPS FOR IMPROVED PROPERTY ACQUISITIONS**

This information was composed by Craig Locke, USDA FEPP Coordinator, from the University of Kentucky. We have taken the liberty to make some editorial changes.

### **Knowledge is Power**

Like anything else, a good working knowledge of all aspects of the FEPP Program is vital to operate a successful program within your University. Unfortunately, you cannot take any college courses as a foundation to do the job. Often there isn't even a fellow employee available to learn from. Many who work with the acquisition of FEPP items as screeners usually operate in a "solo" capacity. Few fields require the multitude of abilities and expertise as screening does. A good screener can decide items ranging from vehicles to computers, office equipment to lab equipment, hand tools to plumbing supplies. Also, important is logistical thinking in screening decisions. They require what type of transportation? Does the property represent monetary benefit exceeding the cost of placing the item(s) into use? They base smart acquisition decisions also on a working knowledge of program policy and regulations. Listed below are some suggestions on building the knowledge base required for solid property screening.

### **Screening and Acquisitions Policy**

- Know the policies and guidelines. These are available from the FEPP Program Coordinator.
- Know the policies and guidelines set forth by GSA. Much of this information is available on the Internet ([www.gsa.gov](http://www.gsa.gov)) The local GSA APO and FEPP Coordinator can help with GSA understanding and interpreting these policies.
- Know the policies and guidelines set for the Defense Logistic Agency (DLA). The DOD-4160.21-M-Defense Materiel Disposition Manual is available on the Internet at [www.drms.dla.mil](http://www.drms.dla.mil). The manual contains current up-to-date information on standard screening procedures used at the DRMO. DRMO telephone numbers, addresses, fax numbers, etc. are available on the homepage.

### **Materials Knowledge**

- Learn by doing - take advantage of opportunities to screen property in person. There is no substitute for hands-on, in-person inspection when possible.
- Communicate and build a support network of persons with materials backgrounds. Ask a mechanic supervisor, laboratory specialist, or office manager for input on the feasibility of items.

- Get involved with logistics information available from the Department of Defense. Item descriptions for most items in the DRMS database on the Internet are available on the server via hyperlinks. Also, these extended descriptions are available from Defense Logistics Service Center (DLSC) on CD-ROM for a subscription fee.
- Various property management entities offer short courses and seminars that may help gain knowledge and insight

## **Logistics**

- Know what shipping and handling resources are available for property transportation.
- Determine monetary benefit of an item compared to the transportation cost and the actual placement into use.

## **Communication is also Power**

Communication and promptness in all dealings in the FEPP community are one of the more critical tools in successful acquisition of property. Take the initiative to establish a good rapport with the property generators and DRMO's. Communicate needs in both verbal and written form. Contact the DRMO's from time to time concerning available property. Inform property managers or Reutilization, Transfer and Donation (RTD) specialists of your pickup transportation dates. Make sure they are aware of any unusual circumstances that may be involved in the transfer of property. Most important, develop a relationship based on integrity and an appreciation for the program as a whole.

Communication on the local front is also important. Ensure the local party utilizing the property understands the description of the item along with its realistic condition. Inherent to the transfer of property is the concept of its long-term services to the new program it serves and good communication insures this concept. Equally, as important, ensure the party utilizing the property understands regulations and policies regarding its usage.

## **Step into the Electronic Community**

The ability to electronically screen property from computer databases via the DRMS home page and GSA's FEDS System offers an invaluable asset to any property program. It's true this change is hard to make for people who have been screening "in person" for many years. An important notion regarding this change is to view electronic screening as a "complement" rather than a "substitution."

## **A Solid Foundation**

This item is placed at the end, as it should be – a solid foundation of respect and integrity is important to the success of your FEPP Program. It's easy to become wrapped up in the mechanics of the property program and forget what's at the core of the work. Truly what a privilege we have at hand. We have the opportunity to acquire needed property for our programs at little or no cost. Often it is not even measurable in monetary terms. An opportunity very worthy of appreciation and respect. But it requires something in return – also not of a monetary value. It's important to respect and give value to the property managers, RTD specialists, GSA APO's, etc. helping with the program. Just as important is adherence to the guidelines and policies surrounding the property program. Ultimately, the FEPP Program Manager serves the taxpayer overall by responsibly extending the life/benefit of his or her investment farther into public service. Inasmuch, the manager is truly a "steward" for the taxpayer.



## **Users and Screeners Association – Federal Excess Personal Property, Inc.**

*Website Address – <http://www.usa-fepp.org/>*

The Users and Screeners Association (USA) is an independent consortium of Federal agencies, cost reimbursement contractors, project grantees, government corporations, Federal cooperators from land grant universities, and others who acknowledge the prime directive to use Federal Excess Personal Property as the first source of supply. Consequently, USA is a unique blend of screeners who are looking to acquire property and Federal property managers who are anxious to dispose of property. The purpose of the organization is to share expertise, alert members to program changes, promote the benefits of using Federal Excess Personal Property, develop professionalism among federal screeners, and provide a unified voice to Federal concerns. USA-FEPP members have access to a variety of resources, policy and operations information, screening and acquisition tools, reference materials, and contact information required to maximize their reutilization potential. Many of these items are located on the USA - FEPP website including:

- Searchable directory of over 500 Users and Screeners of Federal Excess Personal Property including names, agencies, addresses, phone, fax, and clickable e-mail addresses.
- An interactive Forum where members and visitors can interact and exchange information regarding FEPP issues, equipment available, equipment needed, questions, ideas, etc.
- A “Frequently Asked Questions” section, which addresses over 75 common questions relating to Federal Excess Property topics.
- A Glossary of commonly used terms and acronyms used within FEPP programs every day.
- A Resource and Reference section including numerous links on the web related to FEPP issues, downloadable forms, downloadable FSC listing, links to DRMO site information, direct access to the FEDS screening system, and information on the Recycling Control Point (RCP) program. Even links to travel, weather, and transportation resources are included.
- A section devoted to the semi-yearly USA-FEPP Newsletters can be access from the home page as well. Visitors can read the most up-to-date information and issues on FEPP policy and operations, members’ property success stories, pictures of FEPP in use within various programs across the nation, and numerous other topics of interest to the FEPP professional. Included here are archives as well containing past newsletters.

.....and more.

There are two ways to become a member of USA-FEPP:

1. Attend the annual Professional Workshop and Conference and yearly dues are included in the meeting registration fee.
2. Visit the membership application page on the website and apply for membership via hardcopy application.

**All FEPP Professionals --both USA Members and non-members -- are welcome and encouraged to use the USA-FEPP website often.**

**Any FEPP user, screener, property manager or generator has one basic title to fulfill - to serve as a steward to the American taxpayer by making Excess the first source of supply in lieu of additional federal expenditures.**

# GLOSSARY



## GLOSSARY

**Accountability** - Maintaining an account (record) for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

**ACC (Activity Address Code)** - A six-digit identification number used by GSA to identify the Federal Excess Personal Property Program. CSREES's activity address code is 123159.

**APO (Accountable Property Officer)** - The individual appointed by the University who is responsible for administering the FEPP Program

**AFM** - Administrative and Financial Management, ARS

**ARS** - Agricultural Research Service, REE, USDA

**APO (Area Property Officer)** - A GSA field employee whose primary function is equitable distribution of excess and surplus property.

**ARD**- Automatic Release Date

**Cannibalization** - A form of property use involving removal of parts from a piece of property to repair or improve a similar piece of property.

**Condition Code** - An alpha or numeric code that identifies the present condition of the item.

| <u>Condition Code</u> | <u>Definition</u>  |
|-----------------------|--|
| 1                     | Excellent - Property that is in new condition and can be used immediately without modification or repairs.                                 |
| 4                     | Usable - Property that shows some wears, but can be used without significant repair.   |
| 7                     | Repairable - Property that is unusable in its current condition but can be economically repaired.  |
| X                     | Salvage - Property that has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical. |
| S                     | Scrap - Property that has no value except for its basic material content.  |

**CSREES**- Cooperative State Research, Education, and Extension Service.

**DLA (Defense Logistics Agency)** - Responsible for managing the Defense Reutilization and Marketing Service, as well as the Law Enforcement Support Offices.

**DRMO (Defense Reutilization and Marketing Office)** - Property Office at military installations responsible for property disposal. Each DRMO is a subdivision of the DRMS.

**DRMS (Defense Reutilization and Marketing Service)** - Responsible for the reutilization, transfer and disposal of Department of Defense excess property.

**DTID** - Defense Turn in Document

**DEPPC (Departmental Excess Personal Property Coordinator)** - USDA excess property clearinghouse outside the Washington Metropolitan Area.

**DOD** - Department of Defense

**Excess Personal Property** - Personal property no longer needed by the owning agency.

**FEPP (Federal Excess Personal Property)** - This acronym refers to any property, which is excess to a Federal agency.

**FEDS/SCREEN (Federal Equipment Disposal System/Search by Computer and Request Excess by Electronic Notification)** - system is operated by General Services Administration and accessible via modem with communication software or via the Internet.

**FPMR** - Federal Property Management Regulations

**FSC (Federal Supply Class)** - The first four digits of the national stock number.

**FSG (Federal Supply Group)** - The first two digits of the national stock number.

**FSS** - GSA's Federal Supply Service

**Freeze** - An indicated interest in FEPP. A freeze does not reserve property; multiple freezes may be placed on property. GSA allocates the final disposition of property based on date order of freezes and other priorities.

**GSA (General Services Administration)** - Clearinghouse for Federal Excess Personal Property government-wide.

**Holding Agency** - The office accountable for property although the property may be physically located elsewhere.

**HAP** - Humanitarian Assistance Program

**LESO** - Law Enforcement Support Office

**NSN (National Stock Number)** - The 13-digit identifying number used for Federal government property.

**Personal Property** - Property of any kind except real property, records of the Federal Government, and naval vessels of the following categories; battleships, cruisers, aircraft carrier, destroyers and submarines.

**PPB** - Procurement and Property Branch, PPD, AFM, ARS

**PPD** - Procurement and Property Division, AFM, ARS

**PMO** - Property Management Officer

**Public body** - Institution receiving public funding, and is eligible to receive donations of Federal Surplus Property.

**RCP** - Recycling Control Point

**Reporting Agency** - The agency that initiates the report of excess personal property. The reporting agency may or may not be the same as the holding agency.

**REE** - Research, Education, and Economics agencies, USDA

**Screen** - To look for excess property on-site, online or from excess property catalogs, forms, and other sources.

**SASP (State Agency for Surplus Property)** - A state agency authorized to receive and distribute surplus Federal property.

**Surplus Property** - Any personal property not required for the need and the discharge of the responsibilities of any Federal agency as determined by GSA.

**SRD (Surplus Release Date)** - A GSA assigned date on which excess property becomes surplus property.

**Unserviceable Property** - Property that is in scrap or salvage condition.

**Utilization** - The method by which excess personal property is identified, processed, reported, acquired, and transferred among Federal agencies.

**Wish List** - A list of current or prospective needs for excess personal property.