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USDA Personal Property Management

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Acquisition

Q. When am I supposed to look for excess property?

- A. Excess is the first source of supply ([FAR Subpart 8.102](#)). Agencies should have internal guidance to ensure appropriate officials view availability of excess property prior to a new procurement. These may be program/procurement officials or property management officers. Employees can view available excess via GSA's (AAMS/GSAXcess) online system or at USDA's Centralized Excess Property Operations in Beltsville, MD.

Q. What is a BOC and why is it important?

- A. BOC stands for Budget Object (Classification) Code. Agencies and Departments serviced by the Office of the Chief Financial Officer (OCFO) use budget object classification codes. BOCs record financial transactions according to the nature of services provided or received. For a complete list of BOCs [click here](#).

Q. How do I correct a BOC that is wrong?

- A. Correcting a Budget Object Code (BOC) depends on whether the record is on the Suspense as a transaction item or in PROP as a master record. If the record is a transaction listed on the Suspense, there are two choices: 1) If the correct BOC changes the item to a non-accountable asset, use the PROP Deletions Menu to delete the item from the Feeder Master by entering the correct BOC. Note - You cannot use this option once you establish an asset record for a Suspense transaction; 2) If the correct BOC is for an item that is accountable, enter the item in PROP with the incorrect BOC, and then after establishing the asset, use the Modify Menu and change the BOC to the correct BOC. Note - If you are changing a non-Cap BOC to a Cap BOC, or vice versa, ensure that your financial people are aware that you are making this correction. Of course, if a procurement order was made using an incorrect BOC, the procurement can be cancelled and reestablished correctly.

Q. What is an FSC and why is it important?

- A. FSC stands for Federal Supply (Classification) Class. FSG stands for Federal Supply Group and is the first two digits of the FSC. Having the correct FSC for an asset in USDA's Personal Property System (PROP) is very helpful when you need a report for a specific type of property (in a certain supply group or class) e.g.: only vehicles, only firearms, etc. For a complete list of FSCs [click here](#).

Q. Aren't accountable and capitalized the same thing?

- A. No. Although all capitalized personal property assets are accountable, not all accountable personal property assets are capitalized.
1. Capitalization – A financial term used for assets that will be depreciated over time. Capitalized items must have an initial acquisition cost of \$25,000 or more (\$100,000 or more for software) ([DR 2200-002](#)).
 2. Accountable – A property term used for assets that are required to be in the USDA property inventory system. Accountable personal property is all capital leases (this would exclude operating leases) and all owned personal property having an acquisition cost of \$5,000 or more and any item with an acquisition cost less than \$5,000 but determined “sensitive” by an Agency Property Management Officer ([AGPMR 110-50.001-1](#)).

Q. What is a Capital Lease?

- A. According to the Federal Financial Accounting Standards 6: Accounting for Property, Plant, and Equipment, Capital leases are leases that transfer substantially all the benefits and risks of ownership to the lessee. If, at its inception, a lease meets one or more of the following four criteria, the lease should be classified as a capital lease by the lessee. Otherwise, it should be classified as an operating lease:
1. The lease transfers ownership of the property to the lessee by the end of the lease term.
 2. The lease contains an option to purchase the leased property at a bargain price.
 3. The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property.
 4. The present value of rental and other minimum lease payments, excluding that portion of the payments representing executory cost, equals or exceeds 90 percent of the fair value of the leased property.

The last two criteria are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property.

Q. What is ‘split accounting’?

- A. The term ‘split accounting’ is used when an item is purchased using funding from two or more accounting sources. Each accounting code will fund a portion of the total cost of the item. The portion each accounting code will fund is not necessarily a percentage of the cost; it may be a flat amount. These items will be entered in USDA’s Personal Property System (PROP) with ‘multiple lines of accounting’. If you have any questions about the distribution of funding between multiple lines on an order, check with your finance department and/or procurement originator as the split accounting amounts may not be clear from the procurement order.

Q. Can I add another line of accounting to an asset record?

A. Yes, you can add another line of accounting to an asset record in USDA's Personal Property System (PROP). However, you should use this with extreme caution and in conjunction with your financial officer to correct a problem. In order to add another line of accounting to an asset in PROP, go to the Modify Menu, enter the NFC ID of the asset, and then press PF7 on the 'Modify Property Master Screen'. Enter the Accounting Class and Amount for the next line of accounting, then PF10 to update the property master. The 'Total-Acquisition Amount' will reflect the total of all lines of accounting for this asset.

Q. Can I delete a line of accounting that was entered in error on an asset record?

A. Yes, you can delete a line of accounting that was entered in error on an asset record. However, you should use this with extreme caution and in conjunction with your financial officer to correct a problem. In order to delete a line of accounting for an asset record in USDA's Personal Property System (PROP), you need to go to the Modify Menu and enter the NFC ID of the asset. When you go into the asset record, the first line of accounting is shown. If you need to delete a different line, press PF8 until the line of accounting to be deleted is shown. Next you need to use the tab key and move the cursor to the 'Acct Amt' field. Hit the 'Delete' key on your keyboard until no dollar amount shows, then tab to the 'cents' field and delete this amount. Do not use your mouse to move the cursor to the fields, nor the space bar to move the cursor while in the field. Press PF10 to update the property master. The 'Total-Acquisition Amount' will reflect the 'new' total of all lines of accounting for this asset.

Q. My agency purchased one item, but on the order the various parts were broken down into different line item numbers. Now I have 5 lines on my suspense report and it is only for one item. What do I do?

A. If all line items are for one piece of property, you will need to go in USDA's Personal Property System (PROP) and consolidate this order by creating an asset record for one of the line items (Suggestion - use line item 1 or the line item with the highest acquisition amount). Once the asset record is created, go to the modify screen and add the additional line amounts on the order. If the additional lines have different accounting, you will need to 'add new lines of accounting'. If all the line items have the same accounting, modify the acquisition amount to reflect the total cost of the item. After the asset record is correct, you will need to use 'Delete Item from Feeder Master' and remove all the other line items (when asked if this is a duplicate record, you answer - Yes). Prior to completing this action, please discuss with your financial staff.

Q. What is a component part and why or when do I need to know this?

- A. A component part is a piece of personal property that facilitates or enhances the operation of equipment but is not essential for its basic operation. A component part is attached to, placed/added into or on another (main/basic) piece of property (Examples: Copier – main asset, Sorter – component part; Vehicle – main asset, Roof rack – component part). You may see a transaction on the suspense report for 5 line items, where 1 is the main asset and the other 4 transactions are parts of the main asset (See [previous](#) Q & A for additional information).

For accounting treatment and entering asset records in USDA's Personal Property System (PROP), the key in determining whether a piece of personal property should be treated as a component part or as a separate piece of property is based on the intent at the time of purchase and the "in service" date and whether the component will increase the 'Useful Life' or productive capacity of the main asset. If the agency purchased the property item with the intention of being a component of another piece of property and the 'in service' dates for both assets are the same, enter the asset in PROP as one asset. Otherwise, designate one asset as the main (or basic) asset and the second would be the component part. PROP has the capability for users to designate an asset with a component Part Indicator and must enter the Main Asset ID in order to link the two (or more) records in the system. Remember - Main (or basic) assets may have multiple component parts, but component parts will only be linked to one main asset (see [What is the difference between a 'Main \(Basic\) asset' and a 'Component part' and what does 'Linking' assets in PROP mean?](#)). If the component will increase the useful life or productive capacity of the main asset, users should consult with their financial people to determine what steps may have to be taken.

Property System

Q. What is PROP?

A. PROP (Personal Property System) is USDA's online, data base management system. It is a subsystem of the Property Management Information System (PMIS). PROP integrates fiscal accounting with property accountability and provides uniform data for managing and controlling accountable, leased, loaned and sensitive property. Per AGPMR [110-51.103](#), Receipt of Property - All accountable personal property acquired by purchase, transfer, construction, manufacture or donation will be receipted for and recorded on the property records at the time it is accepted by the receiving agency.

Q. How do I get access to PROP?

A. Access to PROP is accomplished the same way you would get access for other IT systems in your agency. Generally it requires an AD-1143, Corporate Systems Access Request form, to be completed, signed by your supervisor and submitted to your agency's IT Security. Your IT Security sends the approved request to NFC Security, who will send you your ID and password via email.

Q. Why are only certain purchases fed to the PROP system?

A. When an agency uses an "accountable property" Budget Object Code (BOC), the purchase will appear on the Agency's Suspense Report (PROP304) in PROP. Agencies should establish guidelines to ensure the appropriate official assigns the correct BOC to accountable property requisitions. Go to the following link to see all Budget Object Classification Codes
<http://cod.nfc.usda.gov/publications/BOCC/boc.pdf>.

Q. What are the first steps I should take when a transaction appears on my suspense report?

- A. The first steps you should take before an asset record is created from a transaction on the suspense report are:
1. Check to ensure that the Budget Object Code (BOC) on the purchase document order is correct based on the cost and description of the item purchased.
 - a) If the item is non-accountable property, but the BOC is for accountable property, remove the item from the suspense by changing the BOC to the correct BOC (e.g., change to 3140 for non-accountable, non-sensitive, non-capitalized property) on the feeder master file.
 - b) If the BOC is for an accountable personal property item, but is incorrect, create the asset record first, and then modify the record to reflect the correct BOC.
Note - If you are in doubt as to the correct BOC, or have a question on an order, you must seek information from the originator of the purchase order or your finance department.
 2. Check the quantity received. If the quantity received is incorrect, correct it using PROP Option AC14. This will help reduce errors and will also remove

the item from the suspense report when all assets have been created (quantity received is greater than zero and equals quantity updated).

Q. Why is my quantity received and acquisition amount reversed?

A. They are not really reversed as this is how the order was placed in the Integrated Acquisition System (IAS). You may see 10,000 items at \$1 each, when it really should be 1 item at \$10,000. Always correct the quantity before you do anything else in PROP.

Q. Why can't I change my quantity received to one?

A. If you created more than one asset record in PROP (see Quantity Updated column on the Suspense report), the system will not let you enter a quantity received amount that is less than the quantity already updated. It does not matter if one of the asset records was created in error, or that the asset record was deleted. PROP recognizes that more than one asset record was created. It is important to carefully review the quantity on the Suspense Report and the procurement document.

Q. I created a new Accountable Officer in PROP and even though I have no property in the inventory yet, it showed up as delinquent on the Department's monthly report. Why?

A. Short answer – When you created the new Accountable Property Officer (APO), there was no inventory date entered in PROP for this APO. Agencies should only create new APO accounts when assigning assets under the account. Long answer - The data used on the monthly inventory status report that the Department distributes to agencies, is taken from a FOCUS Reporting System program run against data in PROP. The program determines whether the inventory date in PROP (for each APO) is within a two year period (between the current date and current date minus two years). If the inventory date field is blank, the system recognizes the date as zero and therefore it does not fall within the two year date period, subsequently designating the inventory as delinquent.

Q. When should I use the Mass Accountable Officer Change option in PROP?

A. Use the Mass Accountable Officer Change option (Option 7 on the Transaction Menu) in PROP when you need to transfer 'all' items from one Accountable Officer inventory to another Accountable Officer inventory. Rather than transfer each item individually, you can transfer all items at one time. Exercise care when using this option as there is no 'undo' command if you inadvertently select an incorrect APO number (Users will have to individually transfer each asset back to the correct APO).

Q. What is the Property Receipt Option and why is it no longer available?

A. The Property Receipt Option (Option 8 on the Acquisition/Modify Menu) and the P.O. Receipt for motorized equipment (Option 19 on the Acquisition/Modify Menu) were originally used when the time between receiving an asset and the time the data was fed over to PROP could take months. Since the item was physically on hand, agencies needed to have a record in PROP for inventory purposes. When the transaction was finally fed over to PROP, it would match up with the record created in PROP, if the record in PROP had correct data. This option created accounting issues and potential duplicate entries. Today, assets feed to PROP much more quickly. If you physically receive an asset and the transaction does not appear on the suspense report after a short period of time, users should review the purchase document and/or the financial reconciliation to ensure that an 'accountable BOC' was used on the purchase. PROP users should use Option AC02 'New ACQ. Not in Feeder' to enter the asset purchased with a non-accountable BOC.

Q. What are Options 9 - Loaned (FS, PACC, NIFA ONLY) and 11 - Expendable (FS, PACC, NIFA ONLY) on the Acquisition/Modify menu?

A. Options 9 - Loaned and 11 - Expendable, are only used by The National Institute of Food and Agriculture and the Forest Service for their Federal Excess Personal Property (FEPP) programs. These programs have special legislative authorities that allow these two agencies to loan property to certain eligible non-Federal recipients.

Q. Why do I get the error message 'S.I.N. Invalid' when I know I entered a good S.I.N.?

A. The S.I.N., or Standard Item Number, is a grouping of Federal vehicles by vehicle types e.g. Ambulances, Buses, Light trucks, Medium and heavy vehicles, Sedans, Wreckers and carriers. When a new type of vehicle is available, GSA will assign a new S.I.N. to the vehicle type. PROP maintains a list of valid S.I.N.s, which is used to perform an edit on the data entered in the S.I.N. field. If the S.I.N. has not been updated to the PROP S.I.N. table you will get the error message. You should notify your headquarters fleet or personal property contact and they will notify Departmental Management to update the table with the new S.I.N.

Q. What is the 'Var Dep' field and what should I enter in it?

A. The 'Var Dep' (Variable Depreciation) field is used when an agency needs to establish a new depreciation schedule for an asset. The Budget Object Code (BOC) on the asset record establishes depreciation for the asset based on a standard schedule. The Var Dep field is normally left blank. Before changing the depreciation schedule from the standard depreciation, check with your finance department.

Q. I deleted a motor vehicle record because of incorrect data and when I tried to enter it in as another asset, PROP would not let me. Why?

A. When entering data for a motor vehicle in PROP, one of the edits the data goes through is checking that the License No. is unique. If you need to delete a motor vehicle record and then re-enter the asset back into PROP, you should first modify the existing record by placing an 'X' after the license number. Then when you enter the correct data for the motor vehicle (License No. without the 'X') you will not get an error message for the License No. field.

Q. How come I can't enter gas or mileage for a vehicle in the Equipment Maintenance screen?

A. The Equipment Maintenance menu is used to add, query, delete or change equipment maintenance transaction records. Gas, mileage, oil, tires, etc., are 'Operational Data' for motor vehicles. Use the 'Motorized Equip Operational Data' screen to enter vehicle operational cost data.

Q. Can you explain what the 'Reporting Change of Status' menu is?

A. Agencies use the 'Reporting Change of Status' menu to change the status of a property record in PROP from active to lost, stolen, damaged, etc., and/or back to active. 'Status' is different from the disposal method. Agencies may use as the interim status of an asset when reconciling a physical inventory and the APO cannot find an asset and "believes that it may have been stolen". Agencies can change the status to stolen until they make a final determination. If/when the item is found, users can remove the stolen status and the asset will show as active. If the asset was stolen, the agency will complete an AD-112 and remove the item from PROP under the disposal method of stolen (DL11). This is a good management tool as you can run a report to check on items that may be stolen that are still pending a resolution.

Q. What is the difference between a 'Main (Basic) asset' and a 'Component part' and what does 'Linking' assets in PROP mean?

A. All assets are entered into PROP as a 'Main asset' (or Basic asset) unless you specify that it is a component part. If you designate an asset as a component part, you must enter the main asset NFC ID # in the 'Basic ID (If Component)' field. This will 'link' the assets in PROP. When you run an inquiry on an asset, you will be able to see if there are other assets linked to the one you are inquiring about. When you run a PROP 302 report, the component parts will have the main asset's NFC ID# displayed on the next line. This is very helpful when identify items during physical inventories. It also helps when you are disposing an asset - component parts should either be disposed along with the main asset or reused in another main asset (in this case the link for the component part to another main asset must be changed in the property system).

Q. What is a 'Canned Report' as opposed to a 'FOCUS' report?

A. When someone refers to a report as a 'Canned Report', they are referring to the reports available under the 'Report Generator Menu' in PROP. This menu lists numerous preprogrammed report options available in PROP. Although you cannot change programming for a canned report, you can change the filters on the report (e.g. run by Agency, PMO, AO, etc.). A FOCUS report is a customized report done in the FOCUS reporting system. FOCUS is a tool for creating reports based on some or all of the data in PROP. FOCUS lets you specify the order in which columns appear and the sort order for rows. With FOCUS you can identify specific parameters to use for the report. FOCUS report programs are written individually by the user.

Disposal

Q. What is excess vs. surplus property?

A. Personal property is 'excess' when it is no longer needed by the activities within your agency to carry out the functions of official programs. Personal property is 'surplus' when the 'excess' personal property is no longer required by any Federal agency as determined by GSA.

Q. Do we have to report excess property?

A. Yes. Agencies must have internal procedures to report both accountable and non-accountable personal property as excess. This includes reporting or otherwise making excess personal property available for departmental screening, and acquiring excess and/or rehabilitated personal property to fulfill supply needs. Agencies within the Washington, D.C. metropolitan area (NCR) can transfer all excess office furniture and equipment to the Centralized Excess Property Operation (CEPO). Agencies outside of the NCR will report excess property using the Agency Asset Management System (GSAXcess) for department-wide (internal) screening. Once departmental screening has been accomplished, property data will automatically roll over into GSA's system for federal screening.

Q. Do I always have to fill out a form when disposing property?

A. Yes. No matter what disposal method agencies use, they must have an audit trail of the disposal, e.g., Property transferred will have an AD-107 (AGPMR [110-36.125](#) or SF-122 (FMR [102-36.125](#)); Unserviceable, Lost, Stolen, Damaged or Destroyed Property will have an AD-112 Form (AGPMR [110-50.104](#)); and property sent to CEPO will have a CEPO-1 Form or AD-107 Form.

Q. Do I use the fair market value/present value of an item when excessing personal property?

A. No. In personal property management, the Original Acquisition Cost of an item follows the item through its lifecycle. Use fair market value (FMV) and present value (PV) when selling or trading in personal property.

Q. What authorities does my agency have for donating personal property?

A. USDA has the following authorities for furnishing **excess** personal property to non-Federal recipients:

1. **Executive Order (EO) 12999**, Educational Technology: Ensuring Opportunity for All Children in the Next Century - Computers for Learning (CFL) program. A school is eligible to participate if it is a public, private, or parochial school serving some portion of the pre-kindergarten through grade 12 population.
2. **7 CFR Part 2812**, Department of Agriculture Guidelines for the Donation of Excess Research Equipment Under 15 U.S.C. 3710(I) (P.L. 102-245 - Stevenson-Wydler Technology Innovation Act of 1980) - This part sets forth the procedures to be utilized by USDA agencies and laboratories in the donation of excess research equipment to educational institutions and non-

- profit organizations for the conduct of technical and scientific education and research activities as authorized by 15 U.S.C. 3710(i). Educational institutions are a public or private, non-profit educational institution, encompassing pre-kindergarten through twelfth grade and two- and four-year institutions of higher education, as well as public school districts. Non-profit organizations are any corporation, trust association, cooperative, or other organization which (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, or expand its operations (may include entities affiliated with institutions of higher education, or with state and local governments and federally recognized Indian tribes).
3. **Public Law (P. L.) 104-127**, Section 923 of the Federal Agriculture Improvement and Reform Act (FAIR), authorizes the Secretary of Agriculture to acquire and transfer title of Federal excess personal property (FEPP) to certain eligible Institutions in support of research, educational, technical, and scientific activities or for related programs. Eligible institutions include: 1890 Land-Grant Institutions (Historically Black Colleges and Universities); 1994 Tribal Colleges (Native American Institutions); and Hispanic-Serving Institutions (over 25% Hispanic enrollment). **Only OPPM FEPP Program Managers** are authorized to approve transfers under this authority. For additional information please contact Mr. Michael R. Johnson at michaelr.johnson@dm.usda.gov.
 4. **Public Law 97-98** enables the National Institute of Food and Agriculture (NIFA) to loan Federal excess personal property to State and County Extension Services, State Agricultural Experiment Stations, accredited colleges of veterinary medicine, and cooperating forestry schools to further the purposes of the cooperative agricultural research and extension programs. Under this authority property is loaned to the University and title remains with USDA. **Only NIFA FEPP Coordinators** are authorized to approve loans under this authority. For additional information please contact Ms. Lana Podielsky at Lana.Podielsky@ars.usda.gov.
 5. **Cooperative Forestry Assistance Act of 1978**, Federal Property and Administrative Services Act of 1949, and the Organic Act allow the Forest Service (FS) to loan FS owned property or acquired excess property to State Foresters for the purpose of wild land and rural firefighting. **Only FS FEPP Property Management Officers** are authorized to approve loans under this authority. For additional information please contact Ms. Melissa Frey at mfrey@fs.fed.us

Note - FMR [102-36.295](#) states that you must submit an annual report to GSA listing personal property furnished in any manner to any non-Federal recipient, with respect to property obtained as excess or as property determined to be no longer required for the purposes of the appropriation from which it was purchased. AGPMR [110-36.295](#) states that agencies will submit all reports to OPPM no later than 60 days after the end of the fiscal year. Non-Federal recipients are non-

appropriated fund activities, contractors, cooperatives, project grantees or public bodies.

Q. What are the cycle times for excess property screening?

A. USDA internal screening -

Regular property -	15 days
Exchange/Sale property -	3 days

Federal screening -

Regular property -	21 days
Exchange/Sale property -	2 days
FSG 71 furniture -	14 days
FSG 70 computers for CFL -	7 days CFL
	14 days GSAXcess®
Vessels 50 Ft and over -	60 days
Aircraft (1510, 1520) -	60 days

Q. Is there anything special I need to worry about when disposing of electronics?

A. GSA Bulletin B34, Disposal of Federal Electronic Assets, provides the following guidance on disposing of electronics:

1. Prohibits Federal agencies from disposing of electronic waste in landfills or by incineration;
2. Defines the universe of electronic items (see appendix in Bulletin - this is an initial list that will be reviewed and updated regularly);
3. Encourages maximum use of electronics within the Federal government and with state/local donation customers to minimize the waste stream;
4. Steers agencies to sell only functional assets to the public;
5. Requires agencies to dispose of non-functional electronic assets only to certified recyclers or refurbishers;
6. Enhances the reporting process so that the Federal government and our citizens know where our electronics are being disposed of in a timely manner; and
7. Encourages down-stream recipients of our property to dispose of the electronics through a certified recycler.

Q. Are there any reporting requirements for property disposals?

A. There are various reports that agencies are required to submit to OPPM or that OPPM sends to agencies. The reports are listed below with their frequency:

Quarterly -

1. Agencies submit their sales data to OPPM
2. Agencies submit their scrap sales data to OPPM
3. USDA Sales Centers, personal property, send their sales metrics to OPPM

Annually -

1. Agencies submit their Non-Federal Recipients Reports to OPPM, which include:

- a. E.O. 12999 - Computers for Learning (CFL) by one of the following methods: 1. If your agency transferred computers through the CFL web site or utilized the CFL Post Transaction Module, you must respond to OPPM stating that OPPM should use the data contained in the CFL module; 2. If your agency transferred computers and did not use the CFL web site or the CFL Post Transaction Module, for some or all transfers, you must respond to this memo using the attached CFL spreadsheet.
 - b. P.L. 102-245 - Stevenson-Wydler Technology Act - Scientific or research equipment transferred under this authority must be reported using the furnished OPPM spreadsheet.
 - c. Federal Excess Personal Property Programs (FEPP) - Reports of property provided to non-Federal recipients by the Forest Service, the National Institute of Food and Agriculture and OPPM, through their specific authorities.
 - d. Other - All other excess property furnished to non-Federal recipients not included in a-c above, must be reported separately.
2. Agencies submit their Exchange/Sale data to OPPM for all items disposed under the Exchange/Sale authority and not recorded in PROP.
 3. Agencies with Federal Asset Sales waivers submit their sales metrics to OPPM.

Q. Can my Agency sell surplus property?

- A. Federal Management Regulation [102-38.40](#) states, in part, that an executive agency may sell personal property only if it is a designated Sales Center (SC), or if the agency has received a waiver from the eFAS Planning Office. Both GSA and CEPO are designated SCs. Only a duly authorized agency official (warranted contracting officer) may execute the sale award documents and bind the Government.

Agencies may dispose of property that has no value, except for its basic material content (scrap material), by sale or as otherwise provided in [102-38.70](#). However, the agency should consult with the SCs as to the feasibility of selling the scrap material. Agencies selling scrap property are required to report sales metrics, quarterly, to the Office of Procurement and Property Management (OPPM). The scrap sales metrics include: 1. Total Gross Sales Revenue; 2. Percentage of assets sold at greater than or equal to Market Value (for FSG 15, 19, 23 and FSC 2420); and 3. Cycle Time.

If property remains unsold after the time frame agreed to between the SC and the agency, the agency may dispose of the property by sale or as otherwise provided in [102-38.70](#). The lack of public interest in buying the property is evidence that the sales proceeds would be minimal. Agencies selling property under this authority are required to report sales metrics to OPPM as stated above.

Note - If scrap/salvage property is electronics, agencies must follow the guidelines in GSA [Bulletin B-34](#), "Disposal of Federal Electronic Assets (FEA)". FEA are those targeted commodities listed on the attachment to the bulletin. FEA disposed of under your agency's abandonment/destruction authority should only go to authorized certified recyclers or refurbishers.

Q. Do I need to allocate excess property in the AAMS or CFL module of GSAXcess?

- A. Yes. Agencies are responsible for allocating/transferring excess property requested during USDA's internal screening or during CFL screening. Property that has been selected (frozen) but has not been transferred, or the request denied, will stay in the current screening and not move to the next screening cycle. If the item is in CFL screening, you will get system reminders to transfer the property. Excess property in GSAXcess (federal screening) is allocated and transferred by GSA.

When allocating excess property, agencies will follow existing USDA Policy (AGPMR [110-36.30](#)), which states that transfers will be accomplished on a first-come, first-served basis, except in the following cases: 1) Emergency needs; or 2) Avoidance of a new procurement. In the case of competing requests for either an emergency need or avoidance of a new procurement, the following factors will be considered: (a) Direct agency use as opposed to use by a cost reimbursable contractor or project grantee; (b) Transportation costs; or (c) Fair and equitable distribution - based on prior allocations. The final decision will always be made in favor of departmental needs.

The reporting agency and the requesting agency will work together to process the transfer. The reporting agency must not allocate property until they have a signed transfer document and the item has been physically taken by the requesting agency. The requesting agency is responsible for paying transportation costs. After receipt of a signed transfer document, and physical removal of the property by the requestor, the reporting agency must then allocate the property in either AAMS or CFL. After the item has been transferred in AAMS, the user will receive a confirming message that the transfer is completed. Remember, once the item has been transferred in AAMS or CFL, the item is no longer available for further screening. If the requestor decides they no longer want the asset, the reporting agency will have to submit another report of excess.

General Information

Q. How do I get access to AAMS and/or GSAXcess?

A. Anyone with a “.mil” or “.gov” in their email address can obtain access to the GSAXcess site to view available excess property only. If you do not have an access code but have a “.mil” or “.gov” email address, you can self-register at <http://gsaxcess.gov/>. The system will assign you a generic access code that allows you to search the data base. To obtain access to the Agency Asset Management System (AAMS), USDA’s internal screening system, or to ‘select’ available excess in GSAXcess, request access from your agency’s National Utilization Officer (NUO) or sub-NUO (to see a list of USDA NUOs go to the following link <http://gsa.gov/portal/content/100731#D>). Your agency NUO, or sub-NUO will provide you with your agency’s procedures for requesting access including which types of access are available, e.g., Report Property, Search/Select Property, Internal Search, etc.

Q. Who do I contact with personal property questions?

A. Each agency has a point of contact (POC) for personal property, usually at the agency’s headquarters. The POC for your agency will either assist you, or will be able to refer the question or problem to someone that can assist you.

Q. Where can I find additional information pertaining to personal property?

A. You can find additional information pertaining to personal property at the following links:

AAMS/GSAXcess –
<http://gsaxcess.gov/>

Agriculture Property Management Regulations (AGPMR) –
<http://www.dm.usda.gov/pmd/directives.htm>

Budget Object Classification Codes (BOC) –
<http://cod.nfc.usda.gov/publications/BOCC/boc.pdf>

Computers for Learning (CFL) –
<http://computersforlearning.gov/>

Federal Management Regulations (FMR) –
<http://www.gsa.gov/portal/ext/public/site/FMR/file/SubchB.html/category/21858/hostUri/portal>

Federal Supply Classification Classes (FSC) –
<http://www.dispositionsservices.dla.mil/asset/fsclist.html>

Part 2812-Department of Agriculture Guidelines for the Donation of Excess Research Equipment under 15 U.S.C. 3710(i) –
http://www.access.gpo.gov/nara/cfr/waisidx_11/7cfr2812_11.html

Personal Property System (PROP) manual –
<http://cod.nfc.usda.gov/publications/PROP/prop.pdf>

Q. What is DEPPC (pronounced Depsey)?

A. DEPPC is an acronym that stood for Departmental Excess Personal Property Coordinator. This function was performed by Rural Development on behalf of USDA. Agencies used the DEPPC selection in the PROP system to report excess property to PROP if the asset was not already in the system, or to designate an item in PROP as excess. The DEPPD coordinator accomplished internal screening of USDA excess by compiling all excess property data in a booklet that was sent out via an established mailing list. USDA stopped using this method in 2005. USDA currently uses GSA's Agency Asset Management System (AAMS) to report excess personal property for internal screening.

Q. What is CEPO (pronounced Seapoe)?

A. CEPO stands for Centralized Excess Property Operation. CEPO is a disposal unit for excess personal property released by the USDA agencies, staff offices, and divisions in the Washington D.C. Metropolitan Area. CEPO is an authorized Sales Center for sale of surplus or Exch/Sale personal property to the general public.

Q. What are the scorecard criteria for an Agency's suspense and inventory?

A. The Office of the Chief Financial Officer (OCFO) and the Office of Procurement and Property Management (OPPM) review agency suspense and inventory statuses by using financial metrics as a scorecard to measure the timeliness of clearing property suspense items and keeping property inventories current. There are two sets of scorecard criteria, one used by OCFO and one used by OPPM.

The scorecard ratings and criteria are:

OCFO –

Green: All items in Property Suspense are current (60 days or less old). Property Inventories are current with no more than 2 delinquent inventories.

Yellow: Property Suspense contains transactions are greater than 60 days and less than 180 days old. Property Inventories are current or no more than 3-4 delinquent inventories.

Red: Property Suspense contains transactions 180 days old or greater. There are 5 or more delinquent property inventories.

OPPM –

Green: Transaction dates in Property Suspense are 60 days or less. Delinquent Property Inventories are less than .25%.

Yellow: Transaction dates in Property Suspense are between 60 days and 90 days old. Delinquent Property Inventories are less than .5%.

Red: Transaction dates in Property Suspense are greater than 90 days. Delinquent Property Inventories are more than .5%.