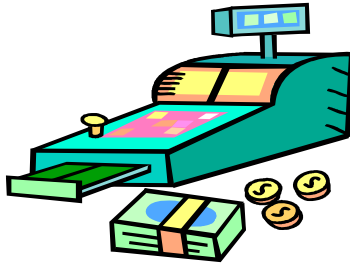


APD ALERT

Sale of Personal Property



Purpose

This Alert announces changes to Federal Management Regulation (FMR) 102-38, Sale of Personal Property. The Federal Assets Sales (eFAS), an electronic Government initiative, required the Government to provide a single-point, secure, effective, and efficient online source for the public to locate Federal assets for sale.

Policy

The primary change mandates agencies to use an approved Sales Center (SC) to conduct sales of exchange/sale and surplus property. Agencies must provide the SC all reasonable efforts to sell Federal assets. Approved SC's are:

(1) General Services Administration (GSA): service to nation-wide customers.

(2) USDA's Centralized Excess Property Operation (CEPO): service to customers in the Washington/Metropolitan area.

The Department of the Treasury and the U. S. Marshals Service serve as SC's for seized property within their organizations.

If an agency has a more efficient sales solution other than using a SC, the agency must request a waiver from the eFAS office. Currently, ARS has a waiver to use other sources for animal and crop sales.

Action

Property management officers (PMO's), located outside the Washington/Metropolitan Area, will continue to report excess and exchange/sale property through AAMS/GSAXcess for required USDA and Federal screening. Using this system, automatically allows GSA to serve as the SC.

PMO's in the Washington/Metropolitan Area will continue to report excess property directly to CEPO. CEPO conducts USDA and Federal screening prior to conducting a sale.

If the SC does not sell the property, the SC will return disposal instructions to the PMO. PMO's may then proceed with donation, abandonment, and destruction procedures, including posting a Public Notice, as appropriate.

PMO's are not required to report property in unserviceable or scrap condition through AAMS/GSAXcess. However, PMO's should consult with the regional GSA SC to determine whether it is feasible for the SC to sell scrap. If it is not feasible, PMO's may proceed with abandonment and destruction procedures, including posting a Public Notice to sell scrap.

Proceeds

ARS may only retain proceeds for sales of exchange/sale property (to offset the cost of replacement property). PMO's must return surplus and scrap sale proceeds to the U. S. Treasury.

SC's may retain a portion of the proceeds to cover costs associated with conducting the sale, including costs to support the eFAS Web site and reporting requirements. GSA retains \$275 per vehicle sale and a flat fee of 7% for all other property. CEPO negotiates its rates with the agency.

Reporting Requirements

There are no reporting requirements when SC's conduct the sale. However, agencies must report data for all sales conducted by sources other than a SC. Annually, PMO's must submit a separate report to APD/PSSB for each sale category:

- (1) Animal and Crop Sales (under the waiver), and
- (2) All Other Sales (including scrap sales).

The reporting requirements are:

- Sales Proceeds,
- Type of Commodity, and
- Cycle Time (number of days it took to conduct the sale).

Contact Cheryl Brumback on 202-720-2359 or e-mail Cheryl.Brumback@ars.usda.gov if you have any questions.

ISSUE DATE: June 2, 2008

APD ALERT No. 2008-09