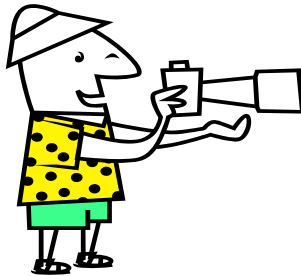


FEPP ALERT

Use of Photographs When Reporting Excess Personal Property



Purpose

The availability of photographs during the utilization and donation screening of excess property improves the opportunity for continued use of these assets within other Federal, State, or local governments.

Policy

The General Services Administration (GSA) Bulletin FRM B-14, Utilization and Disposal, provides guidance to Federal agencies in using photographs when reporting excess property. To comply with GSA's request, accountable property officers will submit photographs of excess property for property that meets the following criteria:

- All loaned items except items that are in scrap or salvage condition, and
- Non-consumable expendable items with an original acquisition cost of \$500 or more. (Use sound judgment if you believe the picture will help promote the potential for reuse, submit a picture).

Photographs must be of the actual item reported. However, if you are reporting multiple items that are identical (the same manufacturer name and model number) and in the same condition code, submit a photograph of only one item with a note indicating that the photograph is representative of each item in the lot.

When reporting excess motor vehicles, include photographs of the exterior and interior of the vehicle.

Number each photograph with the corresponding line item number on form SF-120, Report of Excess Personal Property. For example, the picture for line item one will be 1A. If you submit more than one photograph for a line item, number the photos 1A, 1B, 1C, etc.

Submit all photographs via e-mail to <https://picturesfepp@ars.usda.gov>

If you have any questions, contact Lana Podielsky on 202-401-1106, or via e-mail at Lana.Podielsky@ars.usda.gov.

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