



Why Use the GSA Personal Property Management Program?



GSA is bringing value to our customers.

With today's growing financial constraints, federal agencies can stretch their dollars with the General Services Administration [GSA] Personal Property Management Program (PPMP), help other federal agencies stretch theirs as well, and be part of the green environmental sustainability solution at the same time.

The mission of GSA's PPMP is to provide federal agencies with solutions to transfer and sell excess, surplus, and exchange/sale personal property.

Do you have disposal questions?

- Ever wonder what to do with personal property once you no longer need it? Is it merely a matter of putting items I no longer need in the dumpster, or are there regulations to follow?
- Can my agency sell surplus property themselves?
- Am I obligated to acquire excess property if it is available rather than buy a similar item new?
- Are there special procedures to follow when our office must relocate with short notice?

Here are the answers to those questions — using the GSA PPMP for services and smart solutions to meet your disposal challenges is not only required, but also makes good economic and environmental sense.

Why report excess property to GSA?

You must first determine if your agency needs the property. If it does not, the Code of Federal Regulations [41 CFR 102-36.220] requires that generally all excess property is to be reported to GSA except for the following:

- (1) Property determined appropriate for abandonment/destruction (see 102-36.305).
- (2) Nonappropriated fund property (see 102-36.165).
- (3) Foreign excess personal property (see 102-36.380).
- (4) Scrap, except aircraft in scrap condition.
- (5) Perishables, defined for the purposes of this section as any personal property subject to spoilage or decay.
- (6) Trading stamps and bonus goods.
- (7) Hazardous waste.
- (8) Controlled substances.
- (9) Nuclear Regulatory Commission-controlled materials.
- (10) Property dangerous to public health and safety.
- (11) Classified items or property determined to be sensitive for reasons of national security.

Upon receipt of your report, GSA offers the items as excess to all federal agencies, their contractors and grantees for possible acquisition through transfer. Offering your excess property for reuse is the “green” solution to disposing of your property at the end of its life.

Why acquire excess property?

Excess property is the “first source of supply” as stated in Federal Management Regulation (FMR), 41 CFR 102-36.35, and Federal Acquisition Regulation (FAR), 48 CFR 8.102. The FMR states that...“All executive agencies must, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other federal agencies in lieu of new procurements.” In similar language, the FAR states “When practicable, agencies must use excess personal property as the first source of supply for agency and cost-reimbursement contractor requirements. Agency personnel must make positive efforts to satisfy agency requirements by obtaining and using excess personal property (including that suitable for adaptation or substitution) before initiating a contract action.”

There are dollar savings associated with the acquisition of excess property when compared to the cost of buying a similar new item. Generally, property offered to other federal agencies is offered at no cost except for shipping and handling expenses. There are exceptions see 41 CFR 102-36.80 for reimbursement at “fair market” or “fair value” to the holding agency for property that is reimbursable and 41 CFR 102-36.85 for exchange/sale property. Cost avoidance made possible through the transfer of excess property is especially beneficial when you need property to complete your mission but financial constraints prevent new procurement of the item.

Why choose to sell personal property?

Reported property is first offered as excess to other federal agencies, then as surplus to public airports authorized by the Federal Aviation Administration or to State Agencies for Surplus Property [SASPs] for further distribution to eligible donees through a process called screening. Property not transferred during screening is offered for sale to the public. Per 41 CFR 102-38.40, “An executive agency may sell personal property (including on behalf of another agency when so requested) only if it is a designated Sales Center (SC), or if the agency has received a waiver from the eFAS Planning Office.” This requirement applies to both surplus and exchange/sale property.

Many agencies choose GSA as their sales center. The GSA Sales Center is the only sales center authorized to sell all commodities regardless of your location in the United States. Most sales of surplus and exchange/sale property are done on-line through www.gsaauctions.gov. However, the GSA Sales Center will occasionally conduct live auctions, negotiated sales, sealed bid sales, and fixed price sales.

Why collaborate with the GSA PPMP when relocating your office?

A relocation does not exempt you from complying with disposal regulations. Planning can mitigate disposal challenges when there simply does not seem to be enough time to do the right thing. We can help you plan, expedite screening for “last minute” relocations, and work with you and the GSA Public Building Service [PBS] to ensure that your transition to new space is done within regulation and with as little inconvenience to you as possible.

How is using the GSA PPMP a “green” disposal solution?

Reuse through transfer, donation or sale is a way of extending the life of property. It keeps items from being disposed of in landfills and in the “waste stream.” In other words, “Reuse is recycling.” Also, Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, requires agencies to divert at least 50% of non-hazardous solid waste by the end of 2015. Proper use of these property programs may assist agencies in accomplishing this goal. Whether you are acquiring excess property or the public is purchasing surplus, reuse results in carbon footprint savings over purchasing new items. Carbon footprint savings are quantified for each item posted on our system applications as carbon footprint equivalencies, such as “Gallons of Gasoline Used.” Our system applications include GSAXcess®, Computers for Learning [CFL], the Agency Asset Management System [AAMS], and GSAAuctionssm.

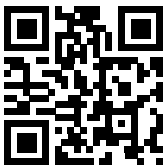
Who in GSA should I contact for help in answering my disposal questions?

GSA has a network of Area Property Officers [APO] servicing each of our 50 states, the District of Columbia, and the five territories. The GSA APO should be your first point of contact when seeking assistance with your disposal situations. You can determine the APO serving your geographic area by going to the website:

www.gsa.gov/apo.

Need additional assistance?

Visit our website at www.gsa.gov/property, or email us at ppm@gsa.gov.



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