

DEPARTMENT OF HEALTH AND HUMAN SERVICES

HHS National Personal Property Disposition Management Plan For Regional OP/STAFFDIV Personnel

FINAL

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HHS National Personal Property Disposition Management Plan For Regional OP/STAFFDIV Personnel

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1. Introduction

This plan serves as an index and quick-reference guide as it relates to personal property disposition and to assist staff who directly or indirectly dispose of property within their respective regional OP/STAFFDIV. This plan was developed based upon regional office site visits/telecons to assess current property disposition practices. During these visits similar information was provided to OP/STAFFDIV and RAM staff. This plan's principal purpose is to, describe key processes, organizational service entities and their points-of-contact to support property disposition. This plan is not all-inclusive, and users are encouraged to refer to the cited materials, references and websites, e.g. the HHS regional Office Utilization and Disposition Process and Procedures Guide for more detailed personal property disposition process and procedures.

2. Purpose of National Disposition Plan (NDP) and Introduction

It is HHS policy to ensure that all items of personal property are used to the fullest benefit of the Department. When these assets are no longer required, policy requires that the assets be efficiently and properly disposed. Disposal may include transfer to other eligible agencies, donation, sale, or other methods, in accordance with applicable laws, regulation and policy. Regional OPDIV and STAFFDIV (collectively "OP/STAFFDIV") personnel responsible for the management of personal property, are singularly responsible for the proper disposition of their Agency's regional assets once the asset is determined to no longer required. For purposes of the NDP, property is considered "excess" when it is deemed unserviceable or is no longer needed, such as when it is replaced or determined obsolete, and it must be disposed of in accordance with Federal and HHS guidelines.

The HHS NDP provides guidance for the disposition of personal property assigned to Regional Office OP/STAFFDIVs. The NDP highlights disposal methods and required recordkeeping associated with it for both accountable and non-accountable property. The guidance seeks to assist those personnel charged with regional property management responsibilities, such as but not limited to Asset Center Representatives (ACRs) and Inventory Managers. The NDP also provides guidance necessary for the PSC/LSB staff and the Regional Administrative Manager (RAM) providing support to accomplish the removal and disposition of personal property and related items. This plan references the HHS Logistics Management Manual (LMM), HHS Utilization and Disposition Process & Procedure Guide ("HHS UDP Guide"), GSA directives and Federal Management Regulations (FMRs). The NDP is one of several more extensive process and disposition procedures being developed and should be used as a complement to the HHS Utilization and Disposition Process and Procedure Guide. The two provide property staff located throughout the country with tools and guidance to successfully carry out the disposal of personal property locally.

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This NDP provides the regional OP/STAFFDIV with specific, cost effective and efficient tools and methods beyond the current process of reporting excess property to GSA. The NDP also clarifies and defines the roles of different functional staff involved in the disposal process.

Although the primary audience for the plan is regional property management staff, ***all employees of the regional offices are responsible for government-owned property in their possession.*** In accordance with the Logistics Management Manual, ***the primary responsibility for proper disposition of government owned property rests with the regional OP/STAFFDIV personnel. The NDP and the HHS UDP Guide provide regional personnel with new and stronger tools necessary to execute this responsibility.***

3. Overseeing Regional Office Personal Property Disposal

It is the responsibility of the property management staff in the regional offices of the OP/STAFFDIV to effectively monitor and dispose of personal property when no longer required by the regional offices. The OP/STAFFDIV Property Management Officer (PMO) will coordinate with the PSC/DPM/Office of Logistics Policy and Programs, PSC Logistics Services Branch and the Regional Office staff to ensure that property disposals are conducted in an effective and efficient manner as possible. . This is accomplished through a program of oversight by the respective OP/STAFFDIV PMO that will include but is not limited to:

- Examination of selected transactions, including the documentation maintained;
- Review and analysis of performance data comparing accomplishments against agency performance goals;
- A program of regularly scheduled on-site visits;
- Regular communications with the OP/STAFFDIV property management offices (PMOs) and stakeholders;
- Providing technical assistance and training to respond to concerns identified; and
- Requiring and overseeing corrective actions, where appropriate.

4. Goals and Objectives of Program

Through this NDP and the HHS UDP Guide, it is HHS's intention to maintain an effective property disposal program that:

- Conforms to HHS and Federal regulations for disposal;
- Provides timely and accurate reporting and disposal;

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- Makes excess property the first source of supply;
- Promotes the efficient and effective use of HHS resources;
- Disposes of excess property not claimed by other federal entities and deemed “surplus” in a cost effective and timely manner;
- Ensures that disposition complies with applicable environmental, health, safety and national security regulations;
- Enhances recycling and energy conservation efforts;
- Prevents unauthorized release of sensitive information;
- Ensures that property staffs and other staff responsible for property are trained and aware of requirements, preferred practices and working as intended; &
- Ensures effective execution in accordance with key HHS management directives.

5. Scope and Applicability

This NDP applies to all HHS OP/STAFFDIV line staff. Each OP/STAFFDIV may augment the NDP and the HHS UDP Guide with more stringent internal policies and procedures. All supplemental internal policies must be approved by HHS’s Division of Property Management, Office of Logistics Policy and Programs to ensure compatibility with HHS policy.

6. Authorities, Policies and References

The current Federal Utilization and Donation Program is based primarily on the Federal Property and Administrative Services Act of 1949 (Property Act) now codified at Title 40 U.S.C. §751 *et seq.* Some of the specific regulations, authorities and policies include:

- FMR 102-36 - Disposition of Excess Personal Property
- FMR 102-37 - Donation of Surplus Personal Property
- FMR 102-38 - Sale of Personal Property
- FMR 102-39 - Replacement of Personal Property Pursuant to Exchange/Sale Authority
- FMR 102-42 - Utilization, Donation, and Disposal of Foreign Gifts and Decorations
- FPMR101-42 - Utilization and Disposal of Hazardous Materials and Certain
- Categories of Property
- FPMR 101-48 - Utilization, Donation, or Disposal of Abandoned and Forfeited
- Personal Property
- GSA Bulletin FMR B-4, Utilization and Disposal

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- GSA Property Disposal Guide
- Stevenson-Wydler Technology Innovation Act of 1980
- Executive Order 13101, Greening of the Government Through Waste Prevention, Recycling, and Federal Acquisition Executive Order 13423 strengthening Federal Environmental, Energy, and Transportation Management
- HHS Logistics Management Manual (LMM)
- HHS Property Utilization and Disposal Procedures Guide
- HHS Property Management Information System (PMIS) Users Guide
- ASTM E2279 Practice for Establishing the Guiding Principles of Property Management
- ASTM E2306 -03 Practice for Utilization and Disposal of Personal Property

7. Disposition of Property

Regional OP/STAFFDIV employees are responsible for identifying property no longer needed for operational purposes or that needs to be replaced and for notifying the respective Property Management Officer (see Appendix 1 for details) of the need to dispose of the property. There are a number of acceptable methods to dispose of excess property. The selection of the best and most appropriate approach must consider condition, disposal costs, special handling requirements, etc.

Disposal of property “in-place” is the preferred method of disposal. Disposal in-place avoids the costs and risks of storage or shipment to a different disposal facility. Exceptions to in-place disposal must be authorized by PSC Division of Property Management (DPM) but such requests must demonstrate cost savings or significant program benefit. Additionally, the OP/STAFFDIV PMO or other responsible HHS officials may direct that disposal be other than in-place to satisfy other requirements, such as safety/health or security concerns.

There are several steps that need to be followed in the disposal process. At different stages in the process, key decisions need to be made by the various stakeholders including: Asset Center Representative (ACR), Inventory Managers, OPDIV PMO, PSC/LSB and possibly a Board of Survey or an HHS employee designated to serve as Survey Officer.

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8. Documentation and Approval

All property disposal activity must be supported by appropriate documentation, properly authorized and recorded accurately and in a timely fashion. Documentation requirements apply to the disposal of accountable personal property maintained in the HHS Property Management Information System (PMIS) as well as to the disposal of non-accountable property. In all cases, the property documentation must be complete and accurate and must allow a property action to be traced from its determination as no longer required to documenting its disposal and final event type. All documentation must be available for examination. See Appendix 2 for Final Event Documentation.

9. Regional Office and PSC DPM Roles and Responsibilities

As previously stated, property management personnel located in Regional Offices are responsible for properly managing and disposing of government owned property when no longer needed or useful

In addition, regional personnel responsible for property are to:

1. Determine the appropriate method of disposal and classification of Property – See HHS UDP Guide, Chapter 2.
2. Apply the appropriate Recommended Disposal Activities:
 - Intra-Agency Transfer – HHS UDP Guide Chapter 2, §1
 - Inter-Agency Transfer – HHS UDP Guide Chapter 2, § 2
 - Utilize HHS Special Authorities – HHS UDP Guide Chapter 2, § 3
 - Increase outreach & donations to SASP – HHS UDP Guide Chapter 2, § 4
 - Utilize A&D – HHS UDP Guide Chapter 2, § 5
 - E-Recycling – HHS UDP Guide Chapter 7
 - Follow the HHS Report of Survey and abandonment or destruction guidelines
 - Use of Certified Electronic Recycler (e.g. FPI/UNICOR)

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The PSC DPM should do the following:

1. Establish Property Management Assistance Team (PMAT Team) and utilize the HHS Regional Property Assessment Survey, including the property management performance metrics contained in the Survey document.
2. Establish HHS Personal Property Management Training Program to support the HHS UDP Guide.
3. Finalize the development of the RASCI Chart and issue to the OP/STAFFDIVs
4. Develop interagency agreement with Disposal Agents, UNICOR and DOD/DLA
5. Research a possible GSA environmental services support contract that would provide the HHS with a single platform for all its facilities while providing standardized GSA pricing, comprehensive Environmental and Sustainability Reporting, Asset Management & Discovery, Guaranteed Data Security, Refurbish, Reuse and Donation strategies that work within the HHS and GSA guidelines, a ROI that surpasses existing surplus models while providing certified e-Steward recycling.
6. Consider establishing an agreement with the SASP's with GSA approval, to use SASP Property Holding Center's. This allows property to be removed quickly and made available for screening at minimal expense.
7. Develop a web-based system, managed by PSC for use by OP/STAFFDIVs, to screen residual HHS personal property in the OP/STAFFDIVs.

10. Regional Office Site Activities for Property Utilization and Disposition

Regional employees are responsible for continually reviewing their assigned property to identify property no longer needed for operational purposes or that needs to be replaced. There are a number of acceptable methods to dispose of property no longer

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required. The selection of the best method and most appropriate approach must consider the condition, disposal costs, special handling requirements, etc.

There are several related activities that can be taken to facilitate the utilization and disposition of unrequired/excess regional office property.

#	Activity	Responsibility	Comments
1.	Perform required annual physical inventory. Reconcile assets to the PMIS.	OP/STAFFDIV ACRs, Inventory Managers	HHS LMM and PMIS User Guide
2.	Develop and maintain a listing of excess property pending disposal.	OP/STAFFDIV ACRs, Inventory Managers	HHS LMM
3.	Identify and retain only mission support property.	RAM/OP/STAFF DIV ACRs, Inventory Managers	HHS LMM

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4.	Perform screening to increase visibility & reuse of unrequired property e.g. bulletins, web-based tool, email property availability through OPDIV PMO.	OP/STAFFDIV ACRs, Inventory Managers and RAM	Communicate to various organizations, e.g. GSA ICPM, NPMA, NASASP, FEB
5.	Designate an area for storage until actual removal.	RAM in coordination w/PSC and GSA Building Manager	Coordinate with PSC and/or GSA Building Manager
6.	Document property pending disposal with digital pictures.	OP/STAFFDIV PCO/ACRs , Inventory Managers and RAM	Helps ensure better visibility and marketing of excess www.gsa.gov/xcessphotos

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7.	Conduct an “Operation Clean-Up Campaign/Clearance Event” within each regional office for any unrequired property and office supplies.	OP/STAFFDIV PCO/ACRs	<p>Contact PSC DPM, Office of Logistics Policy and Programs for information on this practice. Coordinate with other Federal agency tenants in the regional office.</p> <p>See Attachment # 1 - HHS OP/STAFFDIV PMO List</p>
8.	Consider using other OP/STAFFDIV disposition & shipping models for IT peripherals, and communication (PDA) devices.	OP/STAFFDIV PCO/ACRs, Inventory Managers	<p>Contact: OLPP for more information</p> <p>See Attachment # 1 - HHS OP/STAFFDIV List</p>

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9.	Identify and coordinate with the appropriate GSA Regional Personal Property Offices, Area Property Officers for disposition assistance.	OP/STAFFDIV PCO/ACRs, Inventory Managers and RAM	Websites: www.gsa.gov/apo www.gsa.gov/portal
10.	Coordinate with the State Agency for Surplus Personal Property (SASP). Or Scott Pepper man, Executive Director, National Association	OP/STAFFDIV or RAM	Websites: www.gsa.gov/sasp http://www.nasasp.org/

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	for State Agencies for Surplus Property (NASASP) for additional assistance.		
11.	Coordinate with the Federal Executive Boards (FEB) as appropriate for property disposition assistance.	OP/STAFFDIV PCO/ACRs, Inventory Managers	Website: http://www.feb.gov/overview.asp
12.	To support Regional Recycling Options establish contracts or interagency agreements with certified disposal agents/recy	PSC DPM	<p>Follow the links here to identify appropriate contacts for a given Region: UNICOR, http://www.unicor.gov/recycling</p> <p>DLA Disposition Services, https://www.dispositionservices.dla.mil/turn-in/usable/</p> <p>Locate a GSA Schedule vendor to provide environmental services related to disposal: GSA Environmental Services Schedule 899.5, Note that the GSA Schedule agreements may already</p>

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	<p>clers. Note: HRSA PMO has a contract with Lifespan, Inc.</p>		<p>include options to pay for property removal</p> <p>http://www.gslibrary.gsa.gov</p> <p>Locate certified electronic equipment recyclers/e-stewards: e-Stewards</p> <p>http://e-stewards.org/find-a-recycler/recycler-listing/ State and Local Recycling Agency, Vendors</p> <p>Link to GSA's E-Waste Program http://www.gsa.gov/graphics/admin/National_Strategy_Electronics_Stewardship_2011.pdf</p>
13.	<p>Establish a service level agreement between RAM and OP/STAFFDIV PMOs, PSC/DPM.</p>	<p>PSC -Regional Support</p>	

11. Determination for the Disposal Process: Classifying the Property

Retiring unserviceable property through recycling, scrapping, abandoning or destroying, or by declaring it “unrequired” and making it available to other entities through transfer, donation or sales because it is serviceable but no longer required are acceptable methods for disposing of government property. In order to determine the appropriate method for

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disposing of property, regional OP/STAFFDIV's in coordination with their PMO shall apply the following criteria in classifying property labeled as "unrequired":

Unserviceable Property

Property that is no longer needed and has no value beyond its basic material content or property for which repair or rehabilitation for use for the originally intended purpose is clearly impractical. These should be retired through abandonment or destruction, recycling.

Excess Property

Property that is no longer needed by the OP/STAFFDIV office but which is (1) working or (2) not working but would be uneconomical to repair should be made available for transfer, donation or sales, unless not justified, as discussed below.

Usability and Condition

In making this determination to categorize the property as no longer required and available for transfer, donation, or sale, or to categorize it as unserviceable and in need of retirement through recycling or abandonment in most instances, the usability, condition, and cost must be considered.

Cost Consideration

In addition to usability and condition, a determination must be made whether the cost of repairing, donating or selling or shipping the item to the OP/STAFFDIV PMO or a logistics services provider such as the PSC Personal Property Facility is more than its current value, and whether it is economical to make this investment given the age of the property and its expected future use. Shipping IT peripheral equipment such as routers, printers, scanner, communication (cell/blackberries) may be cost effective depending on the number and weight of the item. Typically, when shipping via UPS, U.S. Postal Service or FedEx the cost ranges from \$50.00 to 150.00.

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Scrap Metal Sales

If all the disposal steps have been followed but the property remains the OP/STAFFDIV PMO or authorized government representative may authorize disposition by scrap sales. The GSA Regions have established scrap contracts that cover scrap metal pick up and removal. Generally, it is mandatory to use the contractor for the designated area. If there is no scrap contractor for the regional office area, obtain the appropriate competition for scrap removal. Contact the GSA Area Property Officer for a region through the following link: www.gsa.gov/apo

Additional Note:

E-Stewards Standards

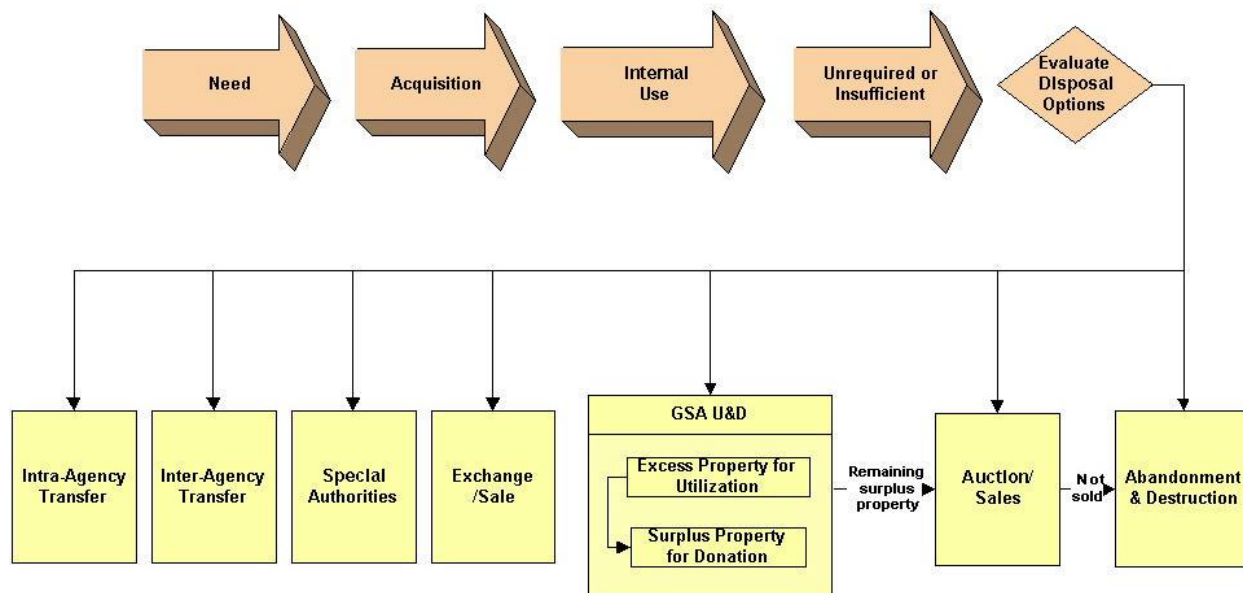
When reuse is no longer a viable option, government agencies such as HHS must follow strong environmental protection standards when recycling e-waste. E-Stewards®, is an internationally-accredited third-party audited certification Program. It ensures compliance with international treaties on e-waste exports as well as federal, state and local laws and regulations.

E-Steward standards incorporate many best practices such as:

- Prevent untested or non-working equipment from being exported for “refurbishment”
- Ban the landfill, incineration or prisoner labor handling of e-waste
- Conduct mass-balance accounting for downstream materials processing to ensure full accountability
- Ensure compliance with local, state, national and international laws and definitions
- Ensure worker protection through ongoing air sampling
- Require accountability for toxics all the way to final processing
- Require all recycler sites to be audited for certification
- Require ISO 14001 auditing
- Provide independent certification of recycler practices by accredited certifying bodies

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12. Personal Property Asset Life Cycle – Disposal Phase



The federal personal property life cycle begins with the identification of a need within an Agency (HHS). Once this need is identified, the life cycle evolves as shown above. This represents a generic approach and HHS/Regional Office components may consider all or portions of these options:

1. The acquiring agency defines its need for an asset.
2. An agency procurement officer or authorized staff finds the proper item and acquires the asset through the appropriate procurement process.
3. The agency uses the asset to fulfill the original need identified.
4. The agency classifies the item as unrequired/insufficient for the original need

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after a period of usage.

5. The agency then evaluates disposal options. The order of these options will vary based upon circumstances, agency, and property type. See HHS UDP Guide, Chapter 2 for detailed explanation of each option. The options are as follows:

- Intra-Agency Transfer
- Inter-Agency Transfer
- Special Authorities (as allowed by statute)
- Exchange/Sale
- Utilization & Donation
- Auction / Sales (through GSA)
- Recycling
- Abandonment and Destruction

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Appendix 1- HHS OP/STAFFDIV PROPERTY MANAGEMENT OFFICERS

HHS Property Management Officers/ Key Contacts

HHS Logistics Policy	James Begis	301-443-5221
HHS Logistics Policy	Jim Kerr	301-443-5214
HHS Logistics Policy	Patrina Cuthbertson	301-443-5213
ACF	Nina Campbell (Starkey)	202-401-5049
AHRQ	Deborah Voigt	301-427-1822
AHRQ	Kathleen Melendez	301-427-1215
AOA	Melissa Middleton	202-205-9732
ASPR/PMO	Victor Harper	202-260-1948
CDC	Mike Daley	770-488-8098
CMS	Shane Merrick	410-786-1249
CMS	Elias Bouloubassis	410-786-5514
CMS	Ray Wajbel	410-786-7887
FDA/PMO	Ed McGee	301-796-7147
HRSA/PMO	Ken Kotchenreuther	301-443-0877
IHS/PMO	Chris Jones	301-443-1771
NIH/PMO	Lonnie Winley	301-496-4548
NIH	George Martinez	301-451-9605
OGC	Bahar Niakan	202-205-8322
OIG/PMO	Robert Owens	202-205-9117
OIG	Dannine Johnson	202-205-5167
OS/ASA	Phil Lynah	202-690-7656
PSC/Contact	Debbie Orfe	240-276-0817
PSC	Myla Muise	240-276-0803
SAMHSA	Kathleen Milenkowic	240-276-1011
SAMHSA	Jeff DeSanto	240-276-1006

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Fleet Contacts:		
ASPR	Chuck Stovall	202-205-7617
CDC	Shirley Alston	770-488-0854
CMS	Larry Johnson	410-786-6462
FDA	Scarlet West	301- 413-0465
HRSA	Ken Kotchenreuther	301-443-0877
IHS	Patricia Spuck	301-443-1299
NIH	Mark Minnick	301-402-6778
OIG	Kimber Smith	202- 619-2675
PSC	Gary Boykin	240-276-0814
SAMHSA	Paul Johnson	240-276-1019

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Appendix 2 -FINAL EVENT DOCUMENTATION

Final Events

Final Disposition of assets (Other Documents Required to Remove Assets from PMIS)

In order to complete the disposition of an asset, the item must have the appropriate form and related documentation completed and attached to the asset in addition to the information being entered in the appropriate PMIS module. Below is a list of the categories of asset disposition and the associated documentation. Where the form is available online, hyperlinks have been added for ease of use.

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Disposition Type	Required Documentation	Form/Links
ASSETS SOLD THROUGH GSA	Copy of all GSA documentation, at a minimum a copy of the Purchaser's Receipt and a Authority to Release from GSA	www.gsaccess.gov
CANCELLATION OF CONTRACT	Copy of the cancellation including a list of the items to be canceled to include decal and/or serial numbers	OF-347
DAMAGED PROPERTY	Provide a copy of Report of Survey (ROS) or a receipt from the Manufacturer returning the item to company.	HHS-342 or a Manufacturer Receipt
DESTROYED PROPERTY	Name and address of location where destroyed and disposed. List of all items that were destroyed including HHS Decal Number and Serial Number. Witness MUST sign Section 10 on the ROS. Witness must include a Statement of Destruction on GSA documents, signature, and date.	HHS-342 or GSA approval documents
DISPOSED TO RECYCLER	Provide documentation from the recycler showing date of receipt, recipient signature and address.	HHS-22 or CDC-993(E)
INVENTORY ADJUSTMENT	Prepare an HHS-365 to account for: <ul style="list-style-type: none"> - Cost adjustments; - Removing an item from the active inventory due to a change from accountable to nonaccountable - Removing an item from the active inventory due to a change from sensitive to non-sensitive - Assembly or disassembly of equipment (systems, sets, kits) - Adding item found during inventory 	HHS-365
REPORT OF SURVEY	Completed ROS to include supporting documentation. For stolen items a copy of the guard, police, FPS, or any other police agencies reports MUST be included as part of the ROS.	HHS-342 and Police reports as necessary
RETURN OF PURCHASED ASSET	When item returned to the vendor for refund, need proof of delivery by Vendor.	Receipt from Vendor
SCHOOL DONATIONS	Printed Name and signature of the recipient. Name and Address of receiving organization on specific form. (Copy of a driver's license and/or other picture ID of the representative from receiving organization as prescribed by HHS LMM).	HHS-22 (Rev 8/00), Certification Letter and School Letter Head letter (found under FORMS on the PMIS Homepage) or CDC 0.993 (E)
TRADE-IN	Organization must show proof of trade via a Purchase	PO showing trade in and

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	Order for the new item, including dollar value of trade	OF-347
TRANSFER TO A NON-HHS FEDERAL AGENCY	Transfer of ownership and possession must be provided	SF-122
TRANSFER TO DRMO	Attach all documentation, including DRMO receipts.	DD-1348
TRANSFER TO GSA FOR DISPOSAL	All GSA supporting documentation including recipient signature and date.	www.gsaccess.gov
TRANSFER TO A NON FED AGENCY	Completed copy of the documentation supporting the transfer to include recipient signature and date.	http://www.gsaexcess.gov/ or HHS-22
TRANSFER TO OTHER HHS AGENCY	Completed copy of the documentation supporting the transfer to include recipient signature and date.	HHS-22 (Rev 8/00) or CDC 0.993 (E)
TRANSFER TO PUBLIC LAW 638 ENTITIES (TRIBES)	Tribal Name City State T1/T5 Status 638 Contract/Compact Number Recipient Signature and Date and any other supporting documentation	HHS-22 (Rev 8/00)
TRANSFER TO UNICOR	Completed copy of the documentation supporting the transfer to include recipient signature and date.	HHS-22 (Rev 8/00) or SF 122 or CDC 0.993 (E)
Warranty Replacement	For all item(s) replaced, include copies of associated documentation explaining the replacements and a copy of a receipt from the Manufacturer stating they received the item(s)	HHS-22 and Manufacturer's receipt

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Appendix 3 - GSA REGIONAL PERSONAL PROPERTY

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PERSONAL PROPERTY DIRECTORY			
Region 1 - Boston	Region 5 - Chicago	Region 8 - Denver	National Capital Region
States: CT, MA, ME, NH, RI, VT O'Neill Federal Building 10 Causeway Street, Room 1085 Boston, MA 02222-1047 Director: Anthony Guerra No. 617-565-6573/Fax 617-565-5767	States: IL, IN, MI, MN, OH, WI 230 S. Dearborn Street Suite 3280 Chicago, IL 60604-1696 Director: Stephanie Wilson-Coleman No. 312-886-8194/Fax 312-886-8901 Sales Manager: Miriam van Gerpen No. 312-983-1840/Fax 312-886-8901	States: CO, MT, ND, SD, UT, WY P.O. Box 25506, DFC, Bldg. 41 Denver, CO 80225-0506 Director: H Jan Faulkner No. 303-236-7700/Fax 303-236-7544 U&D APO/National Firearms Program Manager: Debbie Rojas Cook No. 303-236-7707/Fax 303-236-7544 Sales Manager: Pat Honley No. 303-236-7698/Fax 303-236-7544 Info Line: 303-236-7735	States: DC and Metro MD, VA 490 L'Enfant Plaza East SW, Ste 8214 Washington, DC 20407 Director: Charles L. Robinson No. 202-619-8986/Fax 202-619-8985 Utilization/Donation Manager: Rickey D. Parker No. 202-619-8975/Fax 202-619-8985 Springfield/Franconia Warehouse Center 6808 Loisdale Road, Building A Springfield, VA 22150 Personal Property Center Manager: Sherlean P. Route No. 703-605-9318/Fax 703-605-9362 Surplus Sales Center Manager: Canardo M. Richardson No. 703-605-9331/Fax 703-605-9365
Region 2 - New York	Region 6 - Kansas City	Region 9 - San Francisco	GSA Central Office Office of Personal Property Management
States: NJ, NY, PR, VI 26 Federal Plaza Room 20-112 New York, NY 10278 Director: Catherine Morant No. 212-264-2626/Fax 212-264-9806	States: IA, KS, MO, NE 1500 East Bannister Rd. Bldg. 6, 1st Floor Kansas City, MO 64131 Director: Judy Schroyer No. 816-823-3719/Fax 816-823-3711 Utilization/Donation Manager: Jimmy Kirby No. 816-823-3356/Fax 816-823-3711 Sales Manager: Tim Gosnell No. 816-823-3641/Fax 816-823-3701	States: AZ, CA, HI, NV, (CM, AS, GU, NMI) 450 Golden Gate Ave. San Francisco, CA 94102-3434 Director: Ralph Cervantes No. 415-522-3030/Fax 415-522-3033 Deputy Director: Drew DellaValle No. 415-522-3046 Utilization/Donation Manager: Drew DellaValle No. 415-522-3046 Sales Manager: Sindi Nishimura No. 415-581-1722 Info Line: 415-522-2891	2200 Crystal Drive Crystal Plaza 4, Room 706 Arlington, VA 22202 Director: David Robbins No. 703-605-5610/Fax 703-605-9833 Utilization/Donation Program Division Director: Bill Kemp No. 703-605-2879 Sales Program Division Director: Lynne Price No. 703-605-2910 Special Projects Manager: Roman Marciniak No. 703-605-2905
Region 3 - Philadelphia	Region 7 - Fort Worth	Region 10 - Auburn	Area Property Officers
States: DE, MD, PA, WV, VA The Strawbridge Building 20 North Eighth St., 10th Floor Philadelphia, PA 19107 Director: Steve Olds No. 215-446-5075/Fax 215-829-2760 Senior Advisor: Gregory M. Flores No. 312-983-1849/Fax 215-446-0265 Utilization/Donation & Sales Managers South: Vacant North: Kevin Murphy No. 856-472-2395 Fax 215-446-5116	States: AR, LA, NM, OK, TX 819 Taylor St., Room 13A05 Fort Worth, TX 76102 Director: Alberta (Genni) Brown No. 817-850-8353/Fax 817-574-2366 Utilization/Donation Manager: Nina Gonzales No. 817-850-8150/Fax 817-574-2366 Sales Manager: Ericka Grim No. 817-850-8156/Fax 817-574-2367 Info Line: 817-850-8103	States: AK, ID, OR, WA 400 15th Street, SW Auburn, WA 98001-6599 Fax 253-931-7824 Director: Nancy Hamilton No. 253-931-7021/Fax 253-931-7389 Info Line: 253-931-7566 Utilization/Donation and Sales Manager: Lori Marrs No. 253-931-7576	Find your APO at: www.gsa.gov/apo
Region 4 - Atlanta			
States: AL, FL, GA, KY, MS, NC, SC, TN 401 West Peachtree Street, Ste. 2600 Atlanta, GA 30308 Director: Karen Warrior No. 404-332-3323/Fax 404-331-1877 Deputy Director: Donald Clark No. 404-331-0974 Utilization/Donation Program Manager: Mark Brantley No. 404-331-0972 Sales Program Manager: Deone McMillan No. 404-331-0543 Utilization/Donation Manager: Jackie Powell No. 404-331-3057 Sales Manager: Tonya Dillard No. 404-331-0535/Fax 404-331-7584			