

UTILIZATION OF PERSONAL PROPERTY

1. **REASON FOR ISSUE.** To set forth Departmentwide procedures which supplement the FPMR and implement utilization of personal property procedures.
2. **SUMMARY OF CONTENTS.** To delineate procedures, objectives, and responsibilities governing VA excess personal property in the areas of classification, utilization, reporting, transfer, and special handling.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (90).
4. **RELATED DIRECTIVE.** VA Directive 7343.
5. **RESCISSION.** VA Manual MP-2, Subchapter H, Subpart 108-43.

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PART 1. GENERAL PROVISIONS**1. 001 Definitions**

a. **Facility excess:** Non-Supply Fund and Trust Fund property in excess of the holding facility's needs.

b. **VA excess:** Personal property in excess of the overall needs of VA.

2. 101 Surveys. The Chief, Acquisition and Materiel Management Service (A&MMS), will conduct a "housecleaning" campaign at least once annually to identify items which may be excess to program requirements. Items will be listed for department screening, used where possible, or released as excess. The result of this action will be reported to the facility director.

3. 103 Agency Utilization Officials

a. To promote maximum utilization of excess generated within VA and to promote the economical acquisition of other Federal agencies' excess, employees, or their designees, occupying the following positions are designated VA utilization officials:

- (1) VBA, Central Office - Director, Administrative **Support** (20)
- (2) Central Office - DAS for Office of Administration (03)
- (3) Supply Fund Property - VA Asset Management Service
- (4) Field facilities - Chiefs, A&MMS

b. The Deputy Assistant Secretary for Acquisition and Materiel Management (DAS/OA&MMS), or designee, is the VA National Utilization Official.

PART2. UTILIZATION OF EXCESS

1. **302-50 Utilization of Excess.** To ensure maximum utilization and minimize the amount of new procurement from sources outside the Federal Government, the Chief, A&MMS, will effectively:

a. Make every effort within the facility to secure utilization of inactive warehouse stocks and dormant serviceable and economically repairable property;

b. Make available to other segments of VA and other Federal agencies property turned in as excess;

c. To the maximum extent feasible, make surplus property available for donation program screening as outlined in FPMR Part 101-44. It is recommended that VA activities inform State Agencies for Surplus Property of property available for donation.

d. Screen all excess property listings, electronic or physical, circulated by other VA activities, GSA, and other Federal agencies.

2. **305 Property Not Required To Be Reported.** Where excess is exempt from reporting under FPMR 101-43.304 and 101-43.4801, the holding facility will take appropriate action to the maximum extent practical leading toward utilization and donation prior to other disposal action. It is recommended that all excess property be considered for utilization by other Federal or non-Federal donees.

PART 3. REPORTING REQUIREMENTS**1. 304-1 Reporting**

a. Excess property remaining after VA utilization screening processes will be reported to the appropriate GSA regional office as required by FPMR 101-43.304. VA activities are encouraged to report excess property electronically via the REPADE (Report Excess Property by Automated Data Entry) system.

b. GSA should be made aware at the time of reporting of any instance where delays in disposition of reported property will create a storage problem. If disposition instructions are not received within a reasonable period of time and the matter cannot be resolved locally, the DAS/OA&MMS (90) will be informed by letter. Copies of all correspondence to GSA and replies will be attached.

2. 304-4 Property At Installations Due To Be Discontinued

The DAS/OA&MMS (90), or designee, is responsible for reporting to GSA personal property determined to be excess to VA needs at facilities being replaced or deactivated.

PART 4. ITEMS REQUIRING SPECIAL HANDLING

1. 307-10 Printing and Binding Equipment

a. Excess Veterans Benefits Administration (VBA) printing and reproduction equipment listed in 7126.1 will not be circularized. Those items, when determined to be excess, will be reported to the DAS/OA&MMS (90) on SF 120 (Report of Excess Personal Property) regardless of condition.

b. The following data will be furnished for each item reported:

(1) A statement explaining the reason for the excess and where the equipment was used.

(2) Complete and detailed description including condition, age, type, model, serial number, and manufacturer.

c. Letter requests for authority to discontinue a therapeutic printing plant, as delineated in MP-1, Part II, Chapter 9, Paragraph 4a(3)(b), will be submitted to DAS/OA&MMS (90) with the SF 120. Authority for discontinuance of a therapeutic printing plant will be issued at the same time disposal instructions are issued.

d. Report of VA excess printing and binding equipment to the Public Printer required by FPMR 101-43.307-10 is the responsibility of the DAS/OA&MMS (90).

2. 307-50 Service and Reclamation

The Service and Reclamation Division is performing programs to 'repair and upgrade several categories of excess personal property for further utilization in VA. To determine suitability for use in these programs, facilities should contact the Hines Service and Distribution Center, Service and Reclamation Division, prior to final excess disposition action for the following groups of items:

- (1) X-Ray Equipment
- (2) Endoscopes
- (3) Medical/Surgical Equipment
- (4) Dental Handpieces
- (5) Computers, Printers, and Terminals

3. **307-7 Non-Appropriated Fund Property (Trust Fund).** Controls on the reassignment of excess Trust Fund property within VA are outlined in VHA Supplement, MP-4, Part VII. Transfers will conform to FPMR 101-43.307-7. Property remaining after completion of VA circularization will be sold by the holding facility under authority cited in 7345.105-3 with the proceeds deposited to the credit of the General Post Fund. Trust Fund property having no commercial value, or of which efforts to sell are unsuccessful, will be disposed of in the same manner as other excess property.

4. **307-52 Books and Periodicals.** These items, when turned in by the facility librarian, will be construed to be VA excess.

5. **307-55 Salvage and Scrap**

a. Items classified as "salvage" (FPMR 101-43.001-28) may be dismantled for usable repair parts only when:

(1) The value of the part salvaged is equal to the cost of recovery.

(2) The value to be obtained by reclamation is greater than the potential trade-in or sale value.

b. Salvageable component parts of any equipment which may be of value will be offered to VA facilities and other Federal agencies. Salvage and scrap may also be made available for donation when such action is considered to be practical.

c. The following facility byproducts will be reported or transferred for centralized disposal action as outlined in 7345.10.

(1) Radiographs authorized for disposal in VHA Records Control Schedule 10-1.

(2) Corner clippings from radiographs, microfilm negatives (exposed or defective), and nonrecord films.

(3) Silver salts recovered from x-ray hypo solutions or exhausted hypo solutions.

6. **307-56 Hearing Aids.** Hearing aids turned in, in accordance with VA VHA Manual M-1, Part II, Chapter 3, will be shipped to the Denver Distribution Center.

7. **307-58 Federal Information Processing (FIP) Equipment.** Controlled excess FIP equipment as described in VA Directive 7126.1 will be reported to the DAS/OA&MMS (90). Excess FIP equipment not outdated and having an original acquisition cost of \$1 million or more will be submitted to GSA using procedures outlined in FIRMR 201.23.003.

8. 307-59 Regional Research Equipment Program (RREP)

a. The RREP is responsible for redistribution within the VA Research Program of usable excess nonexpendable research equipment.

b. A&MMS will be furnished a completed copy of VA Form 1274 (Research Equipment Available to VA RREP) by the Associate Chief of Staff for Research. The property will be held pending receipt of disposition instructions from the RREP Coordinating Administrative Officer (CAO), VA Medical Center, Miami, Florida. Upon notification from RREP that the equipment is to be shipped to another facility, A&MMS will prepare the equipment for shipment. When applicable, the CAO will provide special crating instructions. In the absence of instructions, A&MMS may contact the local research office or the CAO. The receiving facility will prepare VA Form 134 (Combination Requisition and Shipping Document) and will pay all costs of shipment and packaging. A Government Bill of Lading (GBL) will be prepared by A&MMS at the shipping facility against an obligation number provided by the receiving facility. At the time of shipment, A&MMS will forward a copy of the VA Form 134 to the CAO.

c. All requisitions, shipments, and receipts will be processed through A&MMS. Each shipment will be documented as a direct facility transfer. Property will be dropped from the records of the originating facility at the time of shipment.

d. Equipment determined by the CAO not to be redistributed will be disposed of through the normal excess processing cycle.

e. The CAO will notify A&MMS of the approval or disapproval of research equipment that the facility desires to transfer to a local clinical program.

f. Equipment with a current value of \$1,000 or less may be turned in directly by Research Service.

PART 5. REPORTS

1. **4700 General.** This part delineates the policies and procedures governing the preparation and submission of periodic interagency reports concerning the disposal of excess and surplus personal property.

2. **4701 Performance Reports**

a. Annual Report of Utilization and Disposal of Excess and Surplus Personal Property.

(1) The SF 121 (Annual Report of Utilization and Disposal of Excess and Surplus Personal Property) is currently a LOG 1 transaction. Facilities will input data to the Austin Automation Center (AAC), Austin, Texas, as outlined in MP-6, Part XIV, Supplement No. 6.2. At the end of each fiscal year, the AAC will furnish the DAS/OA&MMS (90) a consolidated report.

(2) The DAS/OA&MMS (90) will submit the department's consolidated report to GSA in compliance with FPMR 101-43.4701.

(3) Interagency Reports Control Number 0015-GSA-AN has been assigned this report.

b. Annual Report--Property Furnished to Any Recipient Other Than a Federal Agency.

(1) At the end of each fiscal year, a report of property furnished to any recipient other than a Federal agency (see FPMR 101-43.4701(c)) will be submitted to the DAS/OA&MMS (90) by the agency utilization officials.

The report will include the total dollar amount deposited into the U.S. Treasury as miscellaneous receipts where reimbursement for transfers of excess to project grantees is required. Surplus property approved by GSA for donation under provisions of FPMR 101-44 is not to be included. Negative reports are required.

(2) The DAS/OA&MMS (90) will submit the Department's consolidated report to GSA in accordance with FPMR 101-43.4701(c)

(3) Interagency Reports Control Number 0154-GSA-AN has been assigned this report.

3. 4750 Non-Recurring Reports

a. On occasion, internal staff offices, external agencies, or Congress may submit requests to the DAS/OA&MMS (90) for information from A&MMS at field facilities. When this occurs, facilities will be contacted and requested to furnish the appropriate data to allow VA Central Office to compile the necessary reports.

PART 6. EXCESS PROPERTY PROCEDURES

1. 5000 General. This part delineates the procedures governing excess property within VA.

2. 5001 Determination of Excess Property at Field Facilities

a. Expendable and nonexpendable property on hand that exceeds known requirements of the facility will be determined to be facility or VA excess, except when:

(1) Expendable items with a constant demand that can be reduced to a reasonable quantity through normal sales within a maximum period of 1 year, excluding stocks acquired in accordance with FPMR 101-27.103.

(2) Expendable items which must be on-hand due to particular or specialized usage.

(3) Expendable items no longer active due to demand for newer and more suitable similar items and which are eligible for exchange/sale in accordance with FPMR 101-46.202.

(4) Office furniture and equipment which may be retained for use by the following:

(a) Resident engineers assigned to facilities for the duration of a construction project,

(b) Field supervisory personnel,

(c) Internal audit teams,

(d) General Accounting Office and other Federal agency representatives, or

(e) Authorized representatives of State agencies assigned to U.S. Veterans Assistance Centers and other VA facilities.

3. 5002 Categories of Excess. With each determination, VA excess and facility excess, separate listings will be prepared for each category:

a. Supply Fund Property, VA Excess Only

b. Non-Supply Fund Property

c. Trust Fund Property

d. Other Reimbursable.

4. 5006 Circulation of Excess Within VA Field Facilities

a. Except as provided in 7343.307, holding facilities will circularize listings of Non-Supply Fund and Trust Fund property excess to that facility and in condition codes 1, 2, 4, 5, and 7 to VA facilities within an economically justifiable transportation radius.

b. VA facilities located in Alaska, Hawaii, the commonwealth of Puerto Rico, and the Republic of the Philippines are exempt from circularizing excess within VA.

5. 5008 Requisitioning and Transfer of Excess Facility Property

a. Physical transfer of excess controlled substances will be accomplished in accordance with FPMR 101-42.1102-3.

b. Requisitions for items of noncontrolled excess property will be submitted to the holding facility on VA Form 134 and will include adequate justification.

c. Items requested will be transferred within a reasonable period of time after receipt of the requisition by the holding facility. Transportation costs will normally be incurred by the requesting activity.

d. Shipping documents for nonexpendable property will include complete description as well as acquisition date, actual or estimated, to allow for accurate recording in the receiving facilities' records.

e. Shipping documents for nonexpendable items in the preventive maintenance program will reflect the total amount of funds expended to-date for repairs.

f. Trust Fund property, except that acquired from the American National Red Cross, on which a specific limitation has been placed by the donor (restricted gifts), will not be transferred without prior approval of the donor.

6. 5010 Transfer of Excess To Veterans Canteen Service (VCS)

Excess nonexpendable property, or building service equipment of a type known to be required by the VCS, will be offered to the Canteen Officer after circularization. Prior to transfer, controlled items as specified in 7126.1 will be reported to the DAS/OA&MMS (90) on SF 120 indicating that the property is desired by the VCS. Transfer of excess property will be effected without reimbursement with the exception of Trust Fund property which will be transferred with reimbursement at fair value. Final disposition of such property will be effected by the VCS, except scrap which may be disposed of by A&MMS.

7. 5012 Reporting Excess Property To Central Office

a. **Facility excess.** Controlled items as specified in 7126.1 in condition codes 1 and 4, when determined excess, will be reported to the DAS/OA&MMS (90) on SF 120.

b. The item description must be complete and accurate with all relevant information such as make, model, name of manufacturer, year of manufacture, condition code, special characteristics and components, and availability of equipment manuals.

c. Disposition instructions will be furnished by the DAS/OA&MMS (90) after completion of review by the applicable program official.

d. Withdrawal of items reported for reutilization by the reporting facility may be made by written notification to the DAS/OA&MMS (90), citing the excess report number.

8. 5013 Requesting Excess Property from Department of Defense (DoD) Bases Scheduled For Closure

a. Facilities desiring to obtain personal property from DoD bases scheduled for closure will submit the following information to the DAS/OA&MMS (90):

(1) Name and address of the military installation where the property is located,

(2) Name of the person to whom requests for property should be submitted,

(3) A listing of the material (items) requested, and

(4) A certification that the property requested meets a requirement for which VA funds would be obligated in the current or next 6 fiscal quarters.

b. Facilities will be notified in writing by the DAS/OA&MMS (90) when a response has been received from DoD.