



National Oceanic and Atmospheric Administration
Office of the Chief Administrative Officer



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EXCESS PROPERTY

Introduction

The NOAA Personal Property Offices, the NOAA Facilities Warehouse, and the General Services Administration work together to screen, rehabilitate, remove, and/or dispose of NOAA's personal property that is no longer needed by a using office. Personnel located in the NOAA field offices should contact their servicing Personal Property Office for guidance and assistance when faced with trying to dispose of excess property. The procedures outlined below pertain to excess property handled by the Headquarters Personal Property Office. At any time during this process, please feel free to call your NOAA Personal Property Representative with any questions or concerns.

Completing The Form CD-50

The [CD-50](#) is used to request the removal of excess property including furniture and supplies. The form must be signed by the Property Custodian or Property Accountability Officer or their designee. Instructions for preparing this form are located on the reverse side of the form. CD-50s must be typed and double spaced. Prepare separate reports for equipment and for furniture. Upon completion of the CD-50, fax it to the NOAA Warehouse at (301)372-2912. A transaction number will be affixed to the form at the NOAA Facilities Warehouse. Retain the original signed CD-50. If you have questions about completing this form or need additional copies, you may contact the NOAA Warehouse at (301)372-2923 x104. In addition, for all IT equipment, you must include after the item description whether the equipment is Y2K compliant, Y2K non compliant, or Y2K status unknown, as required by GSA Bulletin FPMR H-76, Utilization and Disposal.

Important Things to Remember

Listed below are important steps that must be taken when completing the CD-50. Including this information will expedite the removal of the unwanted items. If the property to be removed is at a different location than that of the Property Custodian, this should be clearly indicated on the form.

To avoid problems, include both addresses.

The Barcode Number on accountable property should always be noted. Additionally, the manufacturer, model, serial number, condition code and original acquisition cost should be included. If the original cost is unknown, provide an estimated cost. Place the contact's name and the name of an alternate on the CD-50. This will assist the Warehouse staff when they arrive to pick up the property if the contact person is unavailable.

Condition codes are as follows:

1 Excellent (new & unused) - Property that is in new or unused condition and can be used immediately without modifications or repairs.

4 Usable - Property that shows some wear but can be used without significant repair.

7 Repairable - Property that is unusable in its current condition but can be economically repaired.

X Salvage - Property that has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.

S Scrap - Property that has no value other than its basic material content.

Provide a clear description of the property that is to be excessed. This is especially important for heavy, large, and bulky items. In order to have the proper equipment and number of employees on hand for the safe, prompt, and efficient removal of the excess property, the NOAA Warehouse personnel need to be advised in advance when oversized items are excessed.

Hints and Tricks

All excess that is scheduled for removal must be placed in a secured area. This will eliminate theft, borrowing, and the consequent future difficulty of reconciling property records. Many items, such as in/out baskets or trash cans are considered scrap and expendable. The cost of removing them is more than they are worth. They may be disposed of without regard to official documentation. Prior to removal, check with the building facilities staff and the Property Office to determine if a special bin has been designated for these items. Check with the NOAA Personal Property Office whenever clarification is needed about what may or may not be thrown out.

Removal Process

Upon receipt of the CD-50 by the NOAA Warehouse, items will be removed within 3 working days (72 hours) from your location. A representative from the Warehouse will call the Property Custodian (the CD-50 originator) as instructed to schedule a removal date.

On removal day, the NOAA Warehouse personnel will bring copies of the CD-50. Once on site, Warehouse personnel will only wait 15 minutes. The Contact (or alternate) should be present, and

the original CD-50 should be readily available and/or easily located. Only property items which originally appeared on the CD-50 will be picked up by the Warehouse personnel. No additions to the CD-50 may be made. If the NOAA Warehouse personnel do not see an item, then a line is drawn through the corresponding entry on the CD-50 which will be initialed by the Property Custodian and Warehouse personnel. It will be considered unsighted and will remain in the active inventory records.

If extra items are discovered, a new CD-50 must be prepared in order for these items to be removed at a later date. If a missing item is later found, a new CD-50 must also be prepared. Prior to departing your location, the Custodian and the Warehouse personnel will sign the original copy of the CD-50 and the Warehouse copy. The original CD-50 will be retained by the Warehouse. A the copy will be provided to the Property Custodian (or alternate).

After The Property Has Been Removed

NOAA Warehouse personnel will transfer the property from the Property Custodian's account to the NOAA Warehouse account and update the NOAA Personal Property System.

Screening Process

During the screening process, items generally stay in the NOAA Warehouse while the General Services Administration advertises the availability of the property. In accordance with Federal regulations, first the Department of Commerce, and then other Federal agencies have the first opportunity to acquire these excessed items. If there are no Federal agencies that are interested, the states, schools, and finally businesses and private individuals may examine and acquire the items. Property Custodians, and Property Accountability Officers may be granted access to the GSA Agency Asset Management System and the GSA Federal Disposal System by the Headquarters and the ASC Property Office Representatives. This access permits a property manager to review the property that is currently available having been reported as excess by other Bureaus within the Department of Commerce along with that of other federal agencies.

The NOAA Personal Property Office should be contacted concerning any questions about this process.

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