



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# **NOAA National Disposal Plan for Personal Property Management**

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# NOAA National Disposal Plan for Personal Property Management

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# **NOAA National Disposal Plan for Personal Property Management**

## **1. Purpose of Disposal Plan and Introduction**

NOAA policy is to ensure that all items of personal property are used to the fullest benefit of the agency, and when no longer required are efficiently and properly transferred to other eligible agencies, donated, sold or otherwise disposed of according to applicable laws, regulations and policies established. The Federal Government classifies property as either “personal” property or “real” property. Real property is land, buildings, or structures, including any permanently attached fixtures and improvements. Personal property is property, other than records and naval vessels which are transportable. Generally, this includes equipment, furniture, vehicles, boats, temporary buildings, and aircraft. In this Plan the term “property” refers to personal property.

This NOAA National Disposal Plan (NNDP) is intended to be the single authoritative desk reference for personal property disposal in NOAA. It includes materials from the Department of Commerce Personal Property Management Manual PPMM, GSA directives and Federal Management Regulations (FMRs), as well as additional NOAA requirements, priorities and procedures in implementing these policies. GSA remains the primary program provider of service when transferring, donating, or selling property outside of the agency directives.

In addition to incorporating all the rules, regulations and procedures for personal property disposal into one authoritative document, this Plan also introduces several changes to the current process with the intention of reducing costs and increasing efficiencies for the organization. For example, the Plan calls for all disposal to be carried out at the local level, ending a process which allowed offices outside the Washington, DC National Capital Area region to ship properties relatively long distances at government expense to the warehouse in Brandywine, MD and the warehouse assuming responsibility for disposal. It does this while maintaining a significant warehouse role for disposal in the Washington, DC National Capital Area. This and other changes are intended to reduce spending and remove impediments to disposal. The Plan also clarifies the roles of different property officials and how and when they are involved in the process.

Although the primary audience for this plan is property officials, all employees of the agency are responsible for government-owned property in their possession. The plan outlines NOAA requirements and, where appropriate, identifies the officials responsible for the actions. The policies and procedures found in this NNDP provide property officials located throughout the country with the tools and guidance to successfully carry out the disposal of personal property locally, with less administrative involvement by the NOAA Personal Property Management Branch (PPMB), thereby reducing the time and costs associated with multiple organizational roles and responsibilities.

## **2. Goals and Objectives of Program**

It is NOAA's intention to maintain an effective disposal program that:

- Conforms to Department of Commerce (DOC) and GSA regulations and directives on the disposal of personal property;
- Provides timely and accurate reporting and disposal of excess personal property;
- Makes excess property the first source of supply through transfer within NOAA, within DOC and among other eligible federal entities;
- Promotes the efficient and effective use of NOAA program and administrative resources through reduced costs and improved processes;
- Disposes excess property not claimed by other federal entities and deemed "surplus" in a cost effective and timely manner through donation, sale, abandonment or destruction;
- Ensures that final disposition complies with applicable environmental, health, safety and national security regulations;
- Enhances recycling and energy conservation efforts;
- Prevents the unauthorized release of sensitive and classified information maintained on NOAA properties; and
- Ensures property officials are well trained and aware of requirements, preferred practices are working as intended and effective oversight is maintained.

## **3. Scope and Applicability**

This NNDP applies to all NOAA Line Staff and Corporate Offices (L/S/CO). Each office may augment this Directive with more stringent internal policies and procedures. All supplemental internal policies must be coordinated with NOAA's PPMB to confirm compatibility with the DOC and NOAA policy. Any deviations will require PMO approval.

For purposes of the NNDP, 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 published guidelines.

These policies and procedures cover disposal and required recordkeeping associated with it for all accountable and non-accountable property. Expendable property is not subject to these procedures.

## **4. Effective Date**

June 1, 2011

## **5. Authorities and References**

- Department of Commerce Personal Property Management Manual, October 2007

- Federal Management Regulations, 41 CFR 102
- Utilization and disposal of hazardous materials and certain categories of property, 41 CFR 101-42
- Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 482
- Stevenson-Wydler Technology Innovation Act of 1980, as amended, 15 U.S.C. 3701, et. seq.
- GSA Personal Property Disposal Guide
- Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
- Executive Order 13423 strengthening Federal Environmental, Energy, and Transportation Management

## **6. Overseeing Personal Property Disposal**

It is the responsibility of the Property Management Officer (PMO) working with the Personal Property Management Branch (PPMB) and Line/Staff/Corporate (L/S/CO) Property Managers (PMs) to monitor and oversee personal property disposals. This provides assurance to NOAA, DOC management and government oversight agencies that established policies, practices, and processes are effective, complete, timely, and responsive. This is accomplished through a program of oversight that will include but are 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 property officials and stakeholders;
- Providing technical assistance and training to respond to concerns identified; and
- Requiring and overseeing corrective actions, where warranted.

## **7. Acquiring Excess Property**

Excess property should be the first source for filling acquisition needs. When evaluating the use of excess property held by another federal office, the following criteria should be considered:

- There must be an authorized requirement.
- The cost of acquiring, transporting and maintaining the excess property should not exceed the cost of purchasing and maintaining new material.

- The sources of spare parts or repair/maintenance services to support the property must be readily accessible.
- The supply of excess parts acquired must not exceed the life expectancy of the equipment supported.

*Tip: Before acquiring any excess property from another DOC office or property from another federal agency, the receiver should personally inspect the item, when possible, to verify the condition. If it is not feasible to personally inspect the item, the receiver should examine all information available about the property and talk, if possible, to the POC, the reporting agency official who has personal knowledge of the property.*

## **8. Disposing of Property**

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

There are several steps that need to be followed in the disposal process. At different stages in the process key decisions may be needed by the various stakeholders including: Hand Receipt Holder, Property Custodian (PC), Property Accountability Officer (PAO), Personal Property Management Branch (PPMB) Line Office Representative (LOR), Property Management Officer (PMO) a Board of Review and/or Special Board of Review convened by the PMO.

### **8.1. General Requirements**

#### **8.1.1. Disposal in Place**

Disposal must to be conducted “in place” rather than transporting the property to a warehouse or other storage location in a different locale with which arrangements have been made. Exceptions are authorized but must be approved in advance by the PPMB LOR or PMO and justified by cost savings or significant program benefit. Requests should take into consideration that the added costs of transporting and storing property at another location which is the responsibility of the L/S/CO with custody of the property to be disposed, unless agreed otherwise by the office assuming responsibility for the disposal.

Also, other responsible property officials may direct that disposal be other than in place to satisfy other requirements such as safety and health concerns.

#### **8.1.2. Documentation and Approval**

All disposal activity must be supported by appropriate documentation, properly authorized and recorded timely. The same documentation requirements apply to

disposal of accountable property maintained in Sunflower as do disposal of other property not deemed accountable. The major differences are the approvals required and systems and processes used to record events. In all cases, the documentation must be complete and accurate and must allow an action to be traced from its first identification as not needed, to documenting its disposal or final event type. All documentation should be readily available for examination.

Where approval of the LOR or PMO is not required, the processes used are to be determined by the L/S/CO. Where approval is to be obtained through the LOR or PMO, hard copy requests are generally submitted by e-mail to the LOR. These hard copy requests are reviewed and either denied or approved. Where denied, an e-mail explanation and/or a request for additional documentation must be made. Where approved, the form is stamped by the LOR and a control number assigned. This form will be used for documenting the disposal (e.g., a recycling center indicating receipt of the property), and later attached to the “request to record the final disposition of the asset” (i.e. Final Event) discussed in Section 11.

### **8.1.3. Forms**

Hard copies of the forms used internally within NOAA to initiate disposal actions, gain approvals, record results and report final dispositions are available through the PPMB website. Web-based versions of these same forms can be located through the CD 50/52 Transaction Menu in Sunflower, which can also be accessed through the PPMB website.

Where a hard copy rather than an electronic form is to be submitted, it is noted.

*Tip: See the CD50/52 Users Guide on the PPMB Web Site for more information:  
<http://www.pps.noaa.gov/CD50-52%20User%20Guide.htm#CD52>*

## **8.2. Eliminating Sensitive and Classified Information and Preparing Property for Disposal**

Once a decision has been made to dispose of property, it is necessary to ensure that all sensitive and classified information is removed prior to whatever means is chosen for disposal.

To ensure all sensitive and classified information is removed from electronic devices, this policy encompasses all computer hard drives and other storage devices whether stand alone or built into other products (e.g. copier, printer, etc.). These drives and devices must be completely destroyed or wiped of all data and software before disposal. The NOAA OCIO establishes requirements as well as identifies what tools are acceptable for removal of data and software. See section 10.1 below for more information on removing information from hard drives and other electronic media.

Additionally, the official responsible for preparing property for disposal shall remove all government bar codes, tags and markings, as deemed necessary. An exception is made for UNICOR donations where bar code tags are used to identify property taken from various agencies to help with inventoring and returning signed recycling certificates in a timely and accurate manner.

### **8.3. Trade-in and Exchange/Sale**

When replacing an item a trade-in at the time of acquisition is often available. In other instances where the trade-in allowance is low or none is offered, the property to be replaced can be separately sold as part of an Exchange/Sale. The following applies to both of these transactions:

1. The PC shall request authorization from the PAO to exchange or trade-in property or to sell it as part of an Exchange/Sale;
2. The PAO approval accompanies the requisition and is retained in the official procurement file;
3. GSA is the sole selling agent unless prior approval to use another agent or sell it directly is received in writing from the GSA to the PMO.
4. Items sold as part of an exchange/sale, including property coded as scrap due to damage, must be similar and the funds generated in the process must be applied to the replacement of the property acquired or exchanged;
5. The property sold or exchanged is excess as a result of the purchase; and
6. The number of items acquired must equal the number of items replaced, unless the acquired items perform all or substantially all of the tasks of the replaced items.

*Tip: PCs are encouraged to contact the LOR for guidance prior to trading in property or undertaking an Exchange/ Sale.*

An Exchange/Sale is different from a trade-in because the proceeds received may not be from the same vendor from which the new asset is acquired.

*Tip: If, for whatever reason, one piece of equipment is being exchanged for another identical piece of equipment (for example, under a warranty exchange), it is not necessary to create a whole new record in Sunflower. Rather, the old barcode number and serial number can simply be replaced with the new barcode number and serial number. However, this transaction cannot be done using the CD-50/52 web form. The exchange of equipment must be reported to your LOR. The required supporting documentation will depend on the type of the exchange.*

### **8.4. Assets Requiring Special Handling**

In some cases, specific assets require special handling to complete the disposal process. These include:

- IT equipment
- Laptop Computers
- Cell phones
- Personal Digital Assistants (PDAs)
- Hazardous materials
- Firearms
- Vehicles
- Aircraft
- Vessels
- Heritage property

The process of handling these asset types are described in Section 10 of this plan.

*Tip: PCs are encouraged to contact the LOR for guidance if the item to be disposed meets any of these characteristics or if there is uncertainty how to proceed because of the unique nature of the property.*

## **8.5. Beginning the Disposal Process: Classifying Property**

The first step is to determine whether the item should be disposed of through:

1. Retiring unserviceable property through recycling/scraping, abandoning/destroying or cannibalizing; or
2. Declaring it “unneeded” and making it available to other entities through transfer, donation or sales because it is serviceable but no longer required.

### **8.5.1. 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 or scrapping or, in some instances, cannibalization.

### **8.5.2. Excess Property**

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

### **8.5.3. 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 instance, the usability and

condition, and cost must be considered.

*Tip: Some questions to consider in this process include:*

1. *Has the item reached its maximum age of service?*
2. *Has the technology supported by the item been replaced or updated?*
3. *Is the item still functioning?*
4. *What is the condition of the item?*

*The Condition Codes used on the CD-50 and SF-120 are good descriptors of the types of condition for the property.*

#### **8.5.4. Cost Considerations**

In addition to usability and condition, a determination must be made whether the cost of repairing, donating or selling the item 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.

*Tip: Refer to DOC PPMB Bulletin FY-09 #001: Useful Life and Salvage Standards.*

#### **8.5.5. Special Arrangements in Washington, DC National Capital Area**

PCs and PAOs that have property located in the Washington, DC National Capital Area are required to use the NOAA Brandywine Warehouse for the disposal of unserviceable and excess property. When using the warehouse, the PC will initiate and the PAO will approve a CD-50 requesting the removal of the property from its present location to the warehouse. This is accomplished through an excess receipt request using the CD-50/52 transaction menu in Sunflower for accountable property or hard copy CD-50 faxed to the NOAA Brandywine Warehouse at (301) 372-2912 for non-accountable property. All excess that is scheduled for removal must be placed in a secured area and tagged. This will eliminate theft, borrowing, and the consequent future difficulty of reconciling property records and will expedite the removal process.

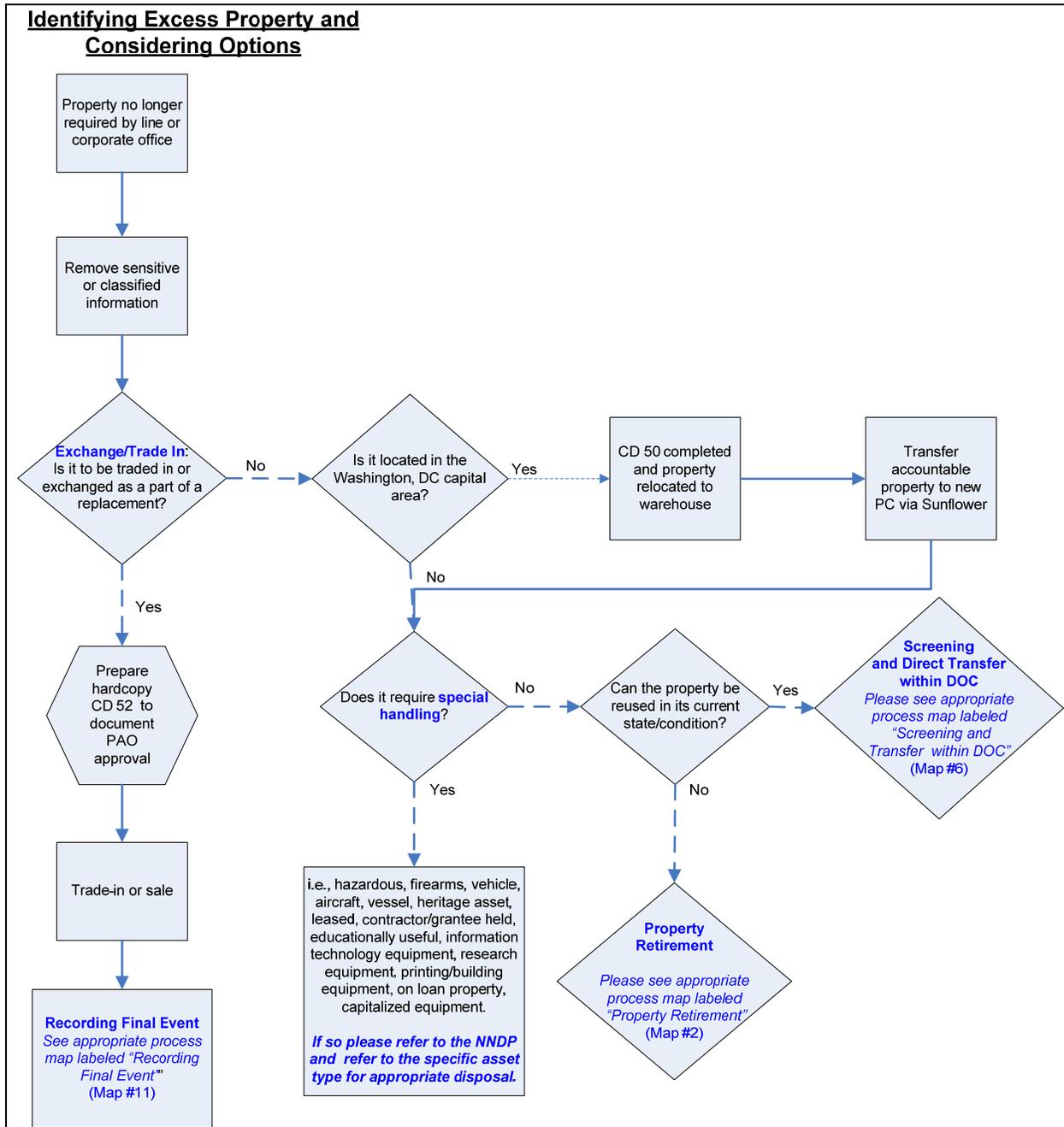
Upon receipt of the CD-50 by the NOAA Brandywine Warehouse staff, items will be removed within 3 business days (72 hours). On removal day, the Warehouse staff will bring a copy of the CD-50. The L/S/CO contact (or alternate) will be present, and have the original CD-50. The Custodian and the Warehouse staff will sign the original copy of the CD-50 and the Warehouse copy. The original CD-50 will be retained by the Warehouse staff. A copy will be left for the PC. (Note: Warehouse staff will only transport items listed on the original CD-50. Any items identified for removal subsequent to the initial request must be in a separate CD-50).

NOAA Brandywine Warehouse staff will then transfer the property from the Property Custodian's account to the NOAA Brandywine Warehouse account, update the NOAA Personal Property System and manage the disposal process.

*Tips: In completing the CD-50, any conditions must be identified that will require special removal arrangements. Also, 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.*

**Figure 1.**  
**Process Map 1: Identifying Excess Property and Considering Options**

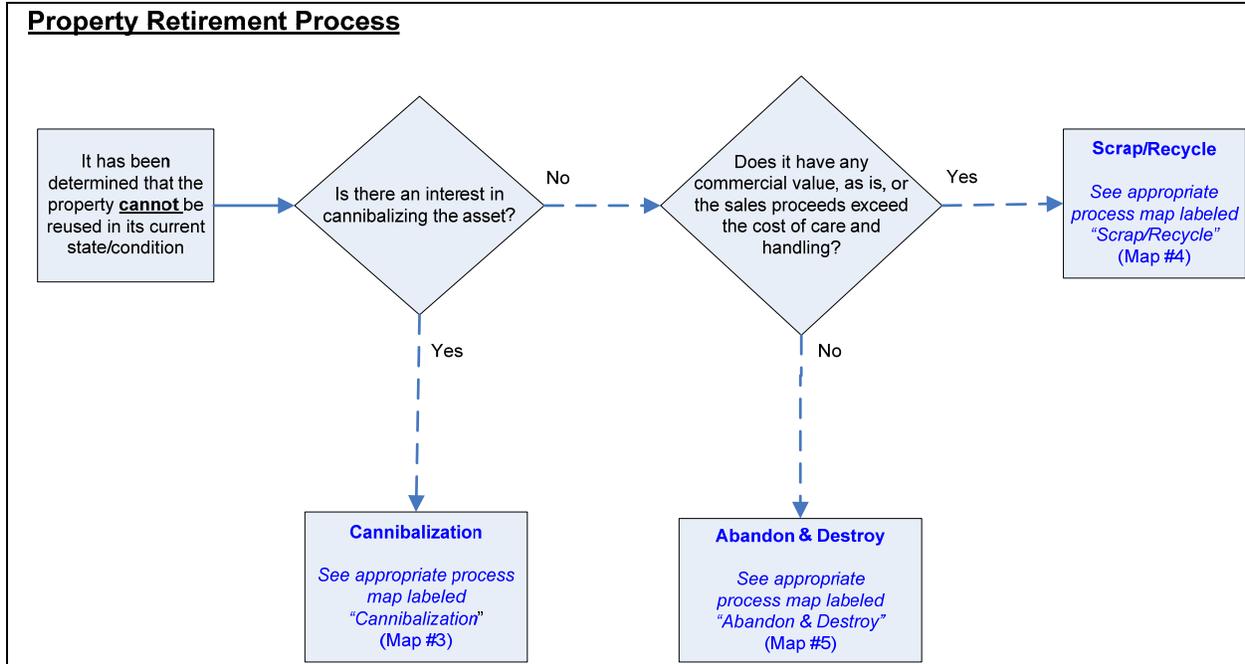


## 8.6. Retiring Unserviceable Property

There are a number of acceptable methods of retiring unserviceable property, including cannibalization, abandonment or destruction, recycling or scrapping. A number of considerations described below must be made before the specific action can be taken. None of these require GSA approval.

Figure 2.

Process Map 2: Property Retirement



### 8.6.1. Cannibalization

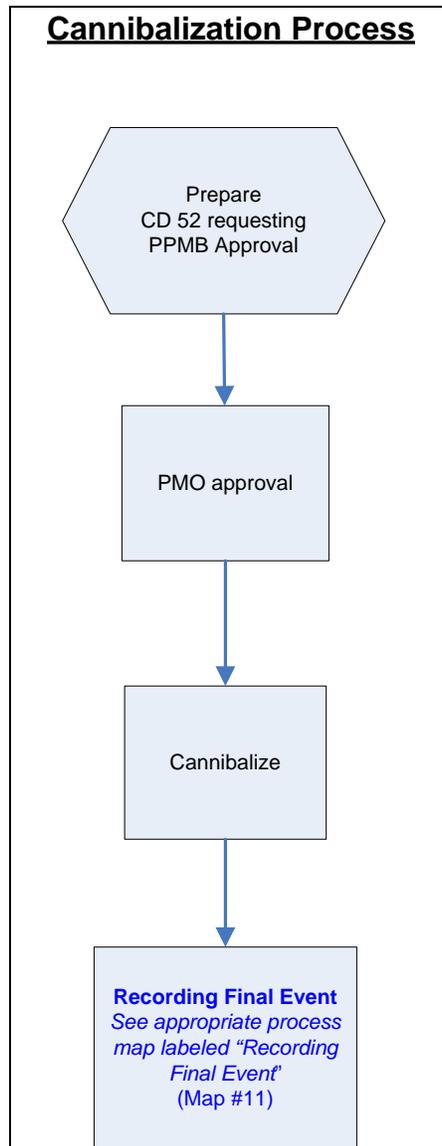
Cannibalization is the removal of serviceable components or parts from otherwise unserviceable Government property to extend the useful life of other property. It is permissible only when the property to be cannibalized is inoperable and is no longer useful or economical to repair. Appropriate cannibalization of federal personal property can be advantageous to the Government by reducing the need for new procurement, maximizing the use of property by using components and parts from items that are unserviceable, and extend the life cycle of property that would otherwise be unserviceable.

Decisions to cannibalize Government personal property have an effect on the accuracy of property records. The inappropriate cannibalization can negatively affect the availability of excess property for reuse and increase rather than reduce federal spending. The request to cannibalize property must be processed through PPMB using a CD 52 and approved in advance by the PMO.

If the estimated acquisition value of any component item removed from property to be cannibalized is \$5,000 or greater, and it is to be retained while awaiting use or to be reported for disposal it must be accounted for in Sunflower. If it is to immediately be placed in another piece of property, it need not be entered into Sunflower. Any item remaining for which no use is identified shall be disposed of using normal disposal procedures.

**Figure 3.**

**Process Map 3: Cannibalization**



### 8.6.2. Scrapping/Recycling

If the property is determined to have little or no commercial value beyond its basic material content and is not functional, scrapping and/or recycling is the preferred method of disposal. In order to save the cost of shipping the property to another location for disposal, PC's must find local vendors who can pick up or receive the property. As with all disposal, unless directed by NOAA property officials, justified by cost savings or significant program benefit, disposal must be conducted "in place" rather than transporting the property to a warehouse or other storage location.

Scrapping or recycling vendors must meet all applicable federal and/or state environmental regulations. If you have any question on whether the vendors in your area are approved to accept your property, contact your PPMB LOR for guidance.

NOAA officials are strongly encouraged to use the services of other organizations, such as the Defense Logistics Agency and UNICOR where available. It must be determined that working with these organizations is more efficient and cost effective than directly making arrangements with vendors.

The responsible PC prepares a CD-50 hard copy for the property to be recycled. If the property is not "accountable" it is to be forwarded to the PAO for approval. If the property is "accountable" and tracked in Sunflower, the CD 50 is to be sent to the LOR for approval after being reviewed and signed by the PAO. PPMB requires PAO and PC signature on the hard copy CD-50. All information entered on the form should be legible (preferably typed), with clearly identifiable names and signatures.

*Tip: When completing the CD 50, be sure to list all pertinent data including: CD bar code number, manufacturer, description, model number, serial number, and the original acquisition costs. Also include the month and year purchased in order to verify the age of the equipment and the condition code. You should also include remarks that justify the recycling request, such as "the desktop is inoperable, has been dropped or item is obsolete." Also, the request should include a statement that the value of the property is minimum or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical.*

### 8.6.3. DRMO/DLA

The Defense Logistics Agency established the Defense Reutilization and Marketing Service under the Defense Logistics Agency as a primary-level field activity. On July 19, 2010, as part of a "We Are DLA" initiative, the Defense Reutilization and Marketing Service was renamed the Defense Logistics Agency Disposition Services and unites the field activities under a single name.

DLA Disposition Services disposes of excess property received from the military services. Property is first offered for reutilization within the DOD, transfer to other federal agencies, or donation to state and local governments and other qualified

organizations. In certain circumstances, federal agencies can also utilize DLA Disposition Services.

Certain NOAA L/S/COs may have access to DLA Disposition Services as a result of being located on or near a military installation. Contact a Disposal Services Representative to find out more details on whether DLA can be used to help you in disposing of scrap or recyclables property. Memoranda of Understanding or Letters of Agreement may need to be in place between the DLA and a federal official authorized to enter into such agreements on behalf of an L/S/CO before the services of the DRMO can be utilized.

*Tip: Click on the following link to find a DLA facility near your location.*  
<http://www.drms.dla.mil/drmo/drmo-locations.shtml>

#### **8.6.4. Electronics Recycling - UNICOR**

In lieu of abandonment/destruction, NOAA officials may donate used scrap electronics with the exception of PDAs and cell phones to a public body without GSA approval. One such organization that accepts electronics for reuse or recycling is UNICOR, also known as the Federal Prison Industries, Inc.

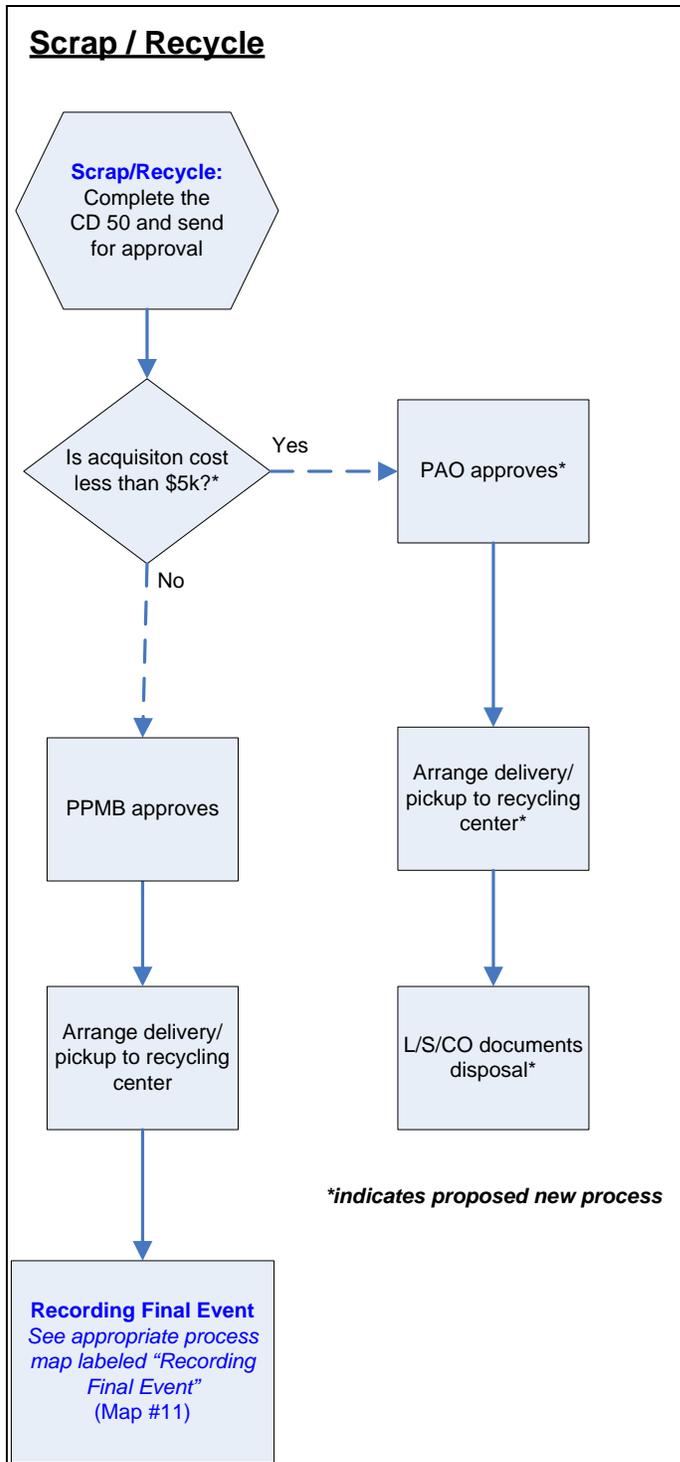
UNICOR's processing methods begin with receiving, testing, and evaluating the equipment. Equipment is first assessed to determine whether it can be used for its original purpose. If reuse is not an option, all asset tags/property stickers are removed from the equipment. The equipment is then de-manufactured for recycling. To ensure that donors are not open to liability, functioning equipment is cleaned, hard drives are wiped, and all drives are checked for media before the equipment is sold to other companies or donated to local schools for reuse. (Note: NOAA requires this to be done before transfer to UNICOR or other recyclers.)

PCs are encouraged to utilize the services provided by UNICOR if available in your area.

*Tip: For more information and contacts visit the UNICOR web site:*  
[www.unicor.gov/recycling/reprecycling.cfm?navlocation=ProgramContacts](http://www.unicor.gov/recycling/reprecycling.cfm?navlocation=ProgramContacts)

Figure 4.

Process Map 4: Scrapping and Recycling



#### **8.6.5. Abandonment and Destruction**

If, after evaluating the condition of the property, it is determined that at least one of the following requirements are met, the property can be considered for abandonment or destruction.

- The property has no commercial value;
- A recycling center will not accept it even free of cost;
- The cost of care, handling, and preparation of the property for sale would be greater than the expected sale proceeds;
- A law, regulation, or directive requires abandonment or destruction; or
- Written instructions by an authorized official (health, safety, security) direct that the property be abandoned or destroyed.

The determination must be prepared in memorandum format by a technically qualified person (usually the PC) that documents this and includes a statement that donation is also not feasible. The PAO's and PC's signatures are required on this memorandum. GSA approval to abandon or destroy the property is not required, but PPMB approval would be needed when the property is accountable.

If, at any time prior to actual abandonment or destruction, these determinations are reversed, the disposal process would resume. This includes consideration for scrapping or recycling the property or declaring it excess.

If any line item of the property proposed to be disposed by abandonment or destruction has been categorized as accountable property, the determination addressed above will be sent to the PPMB LOR for review and approval/disapproval. This is done through e-mail using a hard copy CD 50.

No abandonment or destruction shall be made in a manner detrimental or dangerous to public health, safety, environment, or that would cause infringement of the rights of other persons.

Advance public notice must be given when the property is to be abandoned or destroyed. The notice must be displayed in the area in which the property is located (normally published in a local newspaper) for a period of not less than 7 days, containing a general description of the property to be abandoned or destroyed and the date and location of the abandonment or destruction. Lastly, an offer of the property for sale.

Property may be abandoned or destroyed, without public notice if:

- The value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical;
- Immediate abandonment or destruction is required because of health, safety, security reason;

- The property to be abandoned or destroyed is unserviceable expendable property;  
or
- A single line item of property to be abandoned or destroyed at any one location at any one time has an original cost of less than \$500.

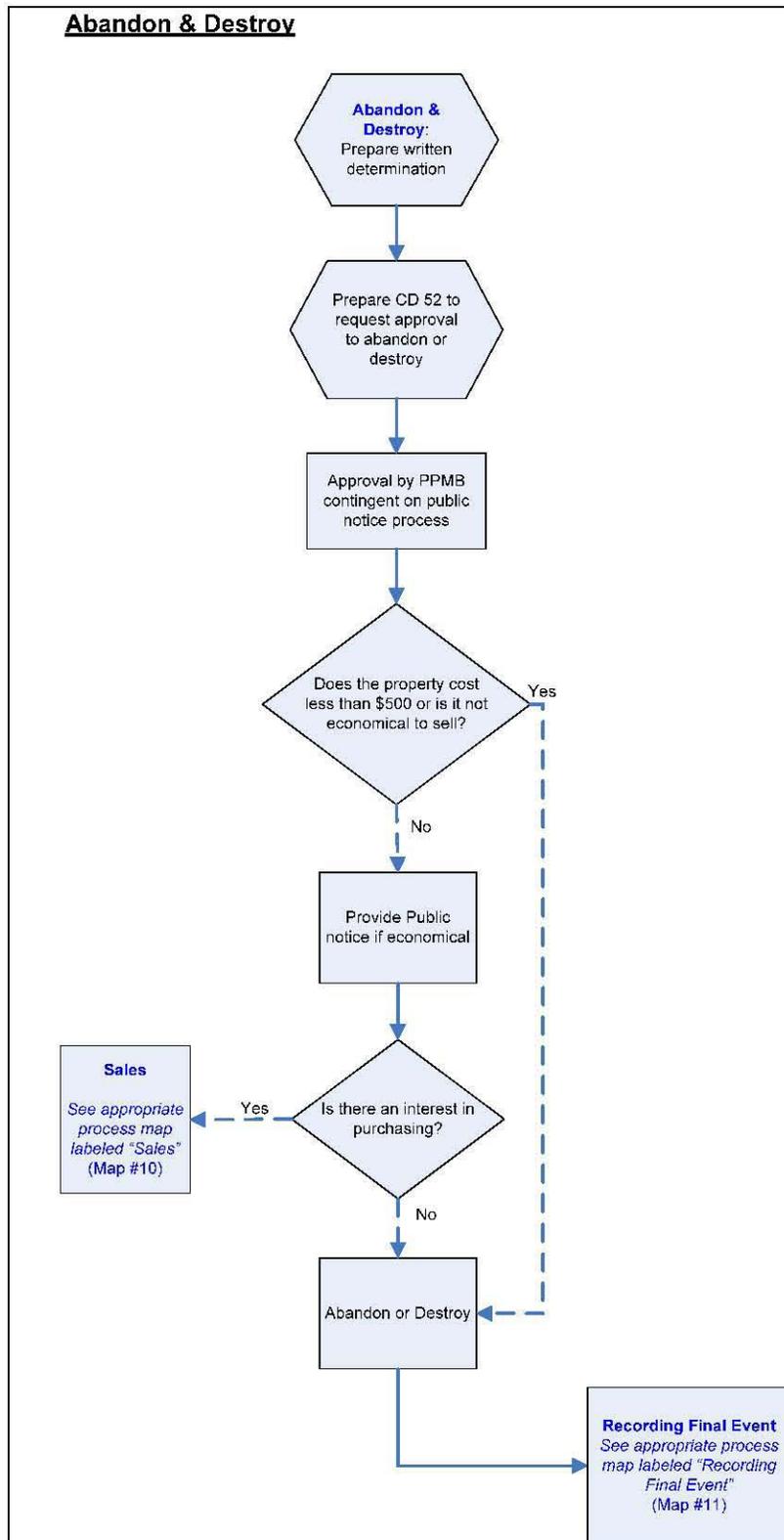
The CD 50 request to the PPMB, if required should identify plans for public notice or the reason why one is not required.

The abandonment or destruction action must be witnessed by one other person, and the two individuals must sign a statement. This statement should be among the documents attached to the final event documentation.

After completed, a request for recording the final event is prepared electronically, documents attached and submitted to the LOR for action. When satisfactory, the LOR will process the final event in Sunflower.

Figure 5.

Process Map 5: Abandonment and Destruction



## **8.7. Disposing Excess but Serviceable Property**

You can begin the steps to dispose of property in its entirety when it is determined that:

- the property can no longer be utilized, but it is in serviceable condition or can be economically repaired; or
- if ultimately sold, the sales proceeds will exceed the cost of selling the item.

### **8.7.1. Screening and Reassigning/Transferring within L/S/CO**

The first step is to identify whether the item can be used within your larger L/S/CO office. Descriptive listings containing sufficient data to identify the item, its condition, location, and the office to be notified if the item is desired should be circulated within the L/S/CO office. PMs are responsible for determining whether and how this screening is to be done and overseeing the process. If claimed, the asset will be transferred to the new PC in Sunflower.

### **8.7.2. Preparing the Excess Receival for Screening and Transferring within NOAA and DOC**

If there is no interest within the L/S/CO, the PC will enter an Excess Receival Request in Sunflower using the CD-50/52 online menu. This request is sent to the LOR for processing.

Once received by the LOR, the information is entered to GSAXcess® by the PPMB. This information about the property will be posted in the AAMS system for 15 days for NOAA and DOC consideration – 7 days exclusively to NOAA and 8 days for all of DOC.

#### **8.7.2.1. Requirements for Documenting the Condition of the Property**

The Excess Receival request will need to provide sufficient commercial descriptive detail to permit electronic or physical screening, transfer, or sales to potential new owners without the need for future reference to previous NOAA offices. The indication of current condition and narrative description of the repairs, if any, are also needed. This includes descriptive language on the item, as well as disposal condition codes, digital photos, and any special circumstances or requirements for dismantling, storing or transporting should be identified.

Inclusion of any available operating manual, maintenance record log, or other instructional or informational publications on the property should also be included when reporting the excess personal property. This information is provided by the PC when uploaded through Sunflower using the CD-50/52 transaction menu. This data will then be transferred to GSAXcess® when PPMB submits the electronic SF-122 in the system.

### 8.7.2.2. Disposal Condition Codes

When property is reported for disposal, a condition code is required to describe the status of the item. This condition code is used for the property throughout each of the various stages of the disposal and excess process.

When property is reported, it is displayed in GSAXcess® with one of the following codes.

Disposal Code	Definition
1 ..... New/Unused	Property which is in new condition or unused condition and can be used immediately without modifications or repairs
4 ..... Usable	Property which shows some wear, but can be used without significant repair.
7 ..... Repairable	Property which is unusable in its current condition but can be economically repaired.
X ..... Salvage	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S ..... Scrap	Property which has no value except for its basic material content

*Note: It is extremely important that you use the correct disposal condition code to ensure that the item is disposed of in the proper manner and to avoid delay in the disposal of the property.*

### 8.7.2.3. AAMS

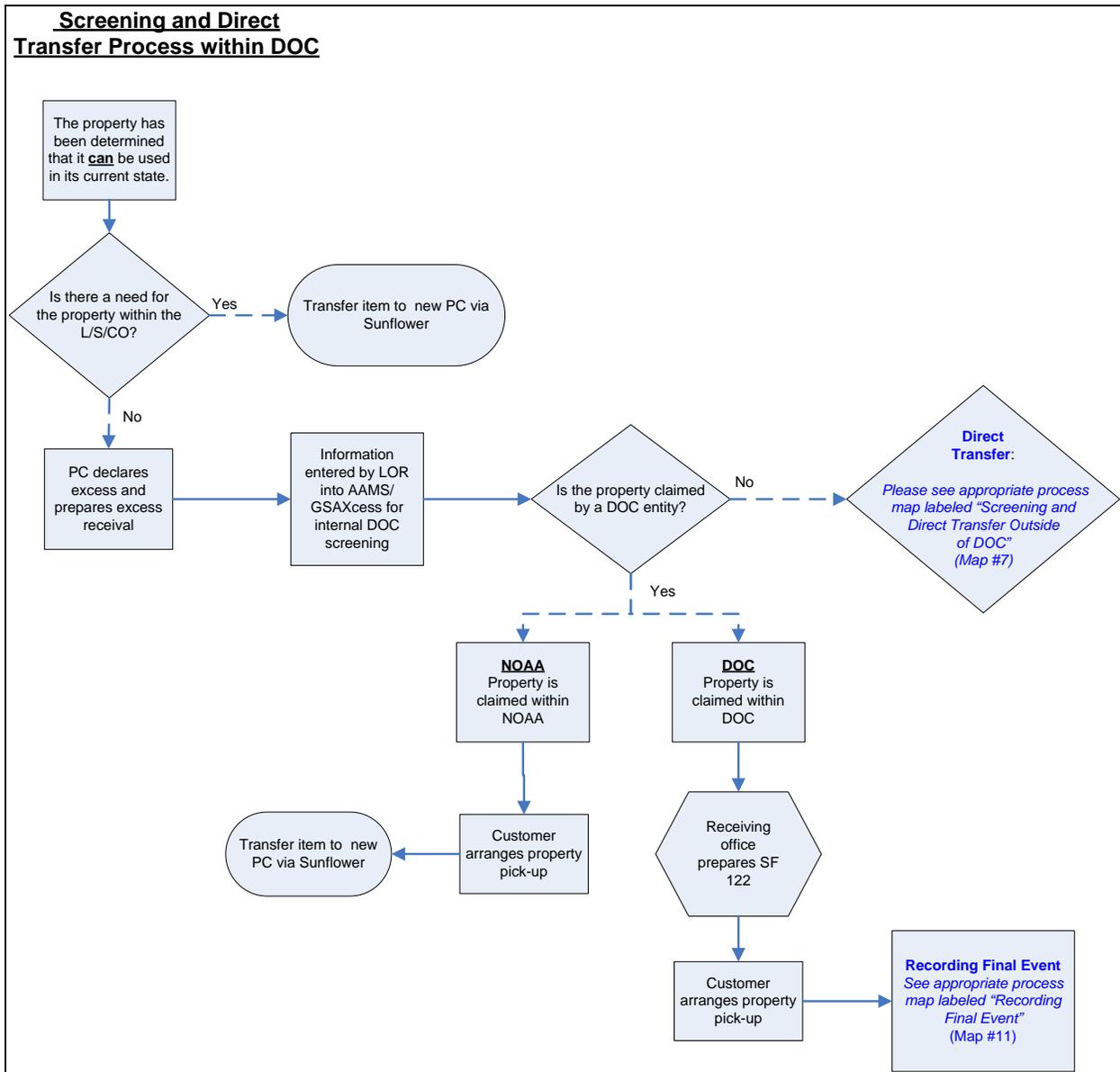
For the DOC, AAMS is a module of GSA's screening system used to report, screen, select, and initiate a physical transfer of personal property within NOAA and between DOC bureaus. At the end of their internal screening cycles, any property still available is either returned to the agency or is passed to GSAXcess®.

After logging into GSAXcess®, the system identifies the individual logging in as an AAMS user by the Agency/Bureau Code associated with the account and automatically routes the individual into the AAMS module.

*Tip: If the property is claimed by another NOAA L/S/CO property holder, the current PC should use the CD50/52 transaction menu to request a change in asset detail. Enter only the new custodial information. Send an email notification of the transfer which includes the request number to the new PC, PAO, and LOR. The gaining PC will need to acknowledge acceptance via email to all addresses. The PPMB then completes the transfer action.*

Figure 6.

Process Map 6: Screening and Direct Transfer within Department of Commerce



8.7.3. Direct Transfers Outside of DOC

If the property is not transferred within NOAA or the Department of Commerce, the property can be made available directly to other eligible organizations including other federal agencies before being made available government-wide through GSAXcess®. This can be done without GSA approval. This process is described below.

### **8.7.3.1. Other Federal Agencies**

These direct transfers of excess personal property may be made without written GSA approval under the following situations, although verbal approval may be required:

- Excess personal property that has not yet been reported to GSAXcess® (regardless if it has appeared in AAMS) may be transferred to another federal agency without going through GSAXcess®, provided the total acquisition cost of the excess property does not exceed \$10,000 per line item. A Transfer Order (SF 122) must be completed and signed by an authorized official of the receiving agency for the direct transfer and signed. The receiving agency must provide a copy of the SF 122 to the appropriate regional GSA office within 10 business days from the date of the transaction.
- Excess personal property that exceeds the \$10,000 per line item limitation may be transferred, provided the requesting (or receiving) agency contacts the appropriate GSA Area Property Office (APO) for verbal approval of a prearranged transfer first and prior to actual transfer action. The requesting agency must annotate the SF 122 with the name of the GSA approving official and the date of the verbal approval, and provide a copy of the SF 122 to GSA within 10 business days from the date of the transaction.
- Excess personal property may be transferred directly to other federal agencies without GSA approval when there is statutory authority to dispose of such excess personal property. Presently, NOAA does not have such unique direct transfer authority therefore the receiving agency must have such authority.

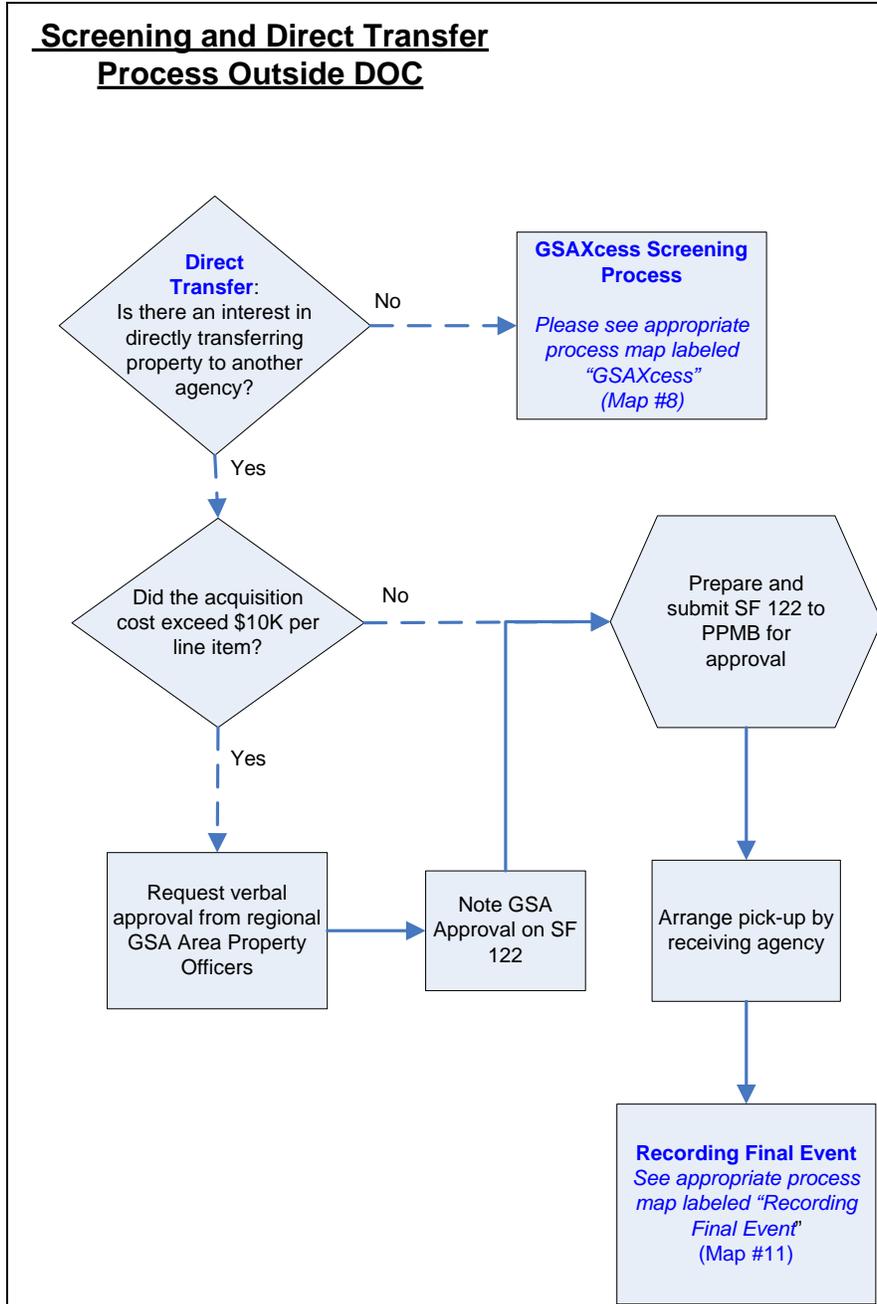
Transfers between federal agencies are normally made without charge for the property itself; however, the requesting agency is responsible for shipping and transportation costs. Where applicable, the requesting agency may be required to pay costs for packing, loading, and any costs related to the dismantling of the property when required for transportation purposes.

### **8.7.3.2. Stevenson-Wydler Act Transfers to Non-Federal Entities**

Congress enacted the Stevenson-Wydler Technology Act of 1980, as amended, that allows federal agencies to donate excess research and technology equipment directly to non-Federal organizations. The Stevenson-Wydler Act provides, "(t)he Director of a Laboratory, or the head of any federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or non-profit organization for the conduct of technical and scientific education and research activities.

Figure 7.

Process Map 7: Screening and Direct Transfer Outside of Department of Commerce



### **8.7.3.3. Research Equipment**

DOC and NOAA assist the national education goals through the donation of excess DOC-owned research equipment to educational institutions or nonprofit organizations for technical and scientific education and research activities and donation of excess computers to schools under the “Computers for Learning” (CFL) Program.

DOC and NOAA give the highest preference to elementary and secondary schools in empowerment zones and enterprise communities or to the recipients of federally funded mathematics and science projects where the equipment would further enhance the progress of the project. All donation transfers shall be made at the lowest cost permitted by law.

Requests for transfer to another DOC Bureau or within NOAA take precedence over transfers to eligible organization under the Stevenson-Wydler Technology Innovation Act and Computers for Learning (executive Order 12999). A discussion of how such precedence is applied under the CFL program follows in section 8.7.3.5.

Within the scope of the CFL school donation program (Executive Order 12999), software may also be donated, either on diskettes, or installed on the hard drive of the computer. The transfer of software is discussed in more detail in section 10.1.4.

### **8.7.3.4. Technology Equipment to Schools**

Eligible organizations include schools, nonprofit educational organizations, and community-based educational organizations. Eligible organizations are further defined in Section 4.4005 of the Department’s Personal Property Management Manual. These eligible organizations may be state, private, parochial, or home schools with state-approved registration.

Types of Eligible Schools and Non-Profit Educational Organizations include:

- University
- College
- School
  - High School
  - Junior High School or Middle School
  - Elementary School
  - Kindergarten
  - Pre-kindergarten or Nursery School
  - Vocational School
  - Apprentice Trade School
  - Occupational Skill Center
  - School of Nursing
  - Dental School

- Business School
- Secretarial School
- Professional School
- Training Center
- School for the Mentally or Physically Disabled
- Child Care or Day Care Center
- Museum
- Library
- Noncommercial Educational Radio or Television Station
- Training Centers for Senior Citizens

#### **8.7.3.5. Computers for Learning**

The Computers for Learning (CFL) program was established by GSA to efficiently place computers in classrooms. The CFL program allows transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.

The CFL program implements Executive Order 12999, which through authority in the Stevenson-Wydler Act, directs federal agencies to give “highest preference to schools and nonprofit organizations in the transfer of educationally useful federal equipment.” The order defines “educationally useful federal equipment” as “computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It also includes computer software, where the transfer of licenses is permitted.

As with other excess property, automated data processing (ADP) equipment must be made available for DOC screening before being provided outside the agency. This is done through GSAXcess®, specifically the AAMS module. Once internal screening is completed, the property can be provided directly to a specific eligible CFL school or can be displayed on the CFL GSAXcess® website and made available to all eligible schools. This option is made available when the equipment is first reported to the website.

When a school places a request for excess under CFL, the Point of Contact (POC) listed will receive an e-mail indicating a freeze has been placed. The contact is then responsible for approving or denying the request and allocating equipment, if necessary. The school or other entity is responsible for any shipping or transportation costs, although the equipment is free of charge. The title to any equipment also passes with the transfer.

*Tip: Frequently, arrangements are made in advance to donate the property to a specific educational institution under the CFL program. In these instances, an abbreviated process that eliminates the need to list the property on the CFL GSAXcess® website is permissible. The following steps are to be used:*

- 1) The CFL program coordinator screens the CFL Website for potential candidates (schools, etc.) who might have a need for the equipment or with whom they have an established relationship.*
- 2) If, within the 15-day screening period, someone in the Department of Commerce indicates they have a need for the equipment, the equipment is transferred to that office and removed from consideration from within the CFL program.*
- 3) If no one in the Department indicates they have a need for the equipment, the CFL Program Coordinator notifies the potential candidate that the equipment is available and faxes or emails the CFL Certification to them.*
- 4) The donation candidate returns the signed certificate to the CFL Program Coordinator.*
- 5) The PC prepares an SF-122 Transfer Order form and sends pick-up instructions to the donation candidate.*
- 6) The donation candidate picks up the equipment and signs the SF-122 form.*

#### **8.8. Transferring Property via GSAXcess®**

If not transferred within the DOC or directly transferred to another agency or eligible entity under the Stevenson-Wydler Act, the GSAXcess® program is required to properly dispose of excess property. GSA has government-wide authority for property disposal and manages the interagency transfer, donation and sales programs for the DOC.

NOAA utilizes GSAXcess® as the primary system for the transfer, donation and sales of property. Once information is entered in the Excess Reveal Request in Sunflower, the nature of the PC and PAO involvement will change. The responsibility for inputting the information to GSAXcess® rests with the PPMB and the responsibility for managing interagency transfer, donations and sales resides with GSA.

Email notifications from PPMB and GSA will be sent to the PC to convey approval of a transfer, donation or sale, as well as any instructions regarding the screening and shipping or pick up of the item. GSAXcess® will also generate an electronic form SF-122 for a transfer or donation and a Purchaser's Receipt from GSA Auctions for a sale. Should the item pass to sales and not be sold, the PC/PAO will again be involved as next steps for disposal are considered.

### **8.8.1. Overview of GSAXcess®**

GSAXcess® is a web-enabled platform that eligible federal agency staff use to access all functions pertaining to acquiring used personal property: reporting, searching and selecting property. GSAXcess® provides agencies a means of electronically reporting excess personal property to GSA. By using GSAXcess®, federal agencies seeking property avoid the cost of new procurements by acquiring the same or like items that have been reported as excess by another federal activity. Agencies may search GSA's worldwide inventory through a process known as screening and may request property for transfer by selecting specific items.

### **8.8.2. Access to GSAXcess®**

Only NOAA PPMB staff have complete access to both AAMS and GSAXcess® for the purposes of listing NOAA property for screening. Property that is entered into Sunflower as an Excess Receipt request by the PC or PAO will be reviewed and reentered by the LOR or other PPMB official into GSAXcess® for screening in AAMS and subsequently GSAXcess®.

All NOAA employees can register on GSAXcess® to search properties available. However, only select NOAA employees have access to GSAXcess® for the purposes of claiming property through “freezing” those specific items from a claim by another agency. Such access to claim property is available through the National Utilization Officer. The PPMB LOR can assist with preparing this request for this additional authority.

### **8.8.3. Responsibilities of L/S/CO Staff during GSAXcess® Screening of Property**

Once DOC has exclusively reviewed the excess property, it is made available more widely by GSA, generally for 21-day federal screening period. During this time, the following organizations and people can inspect and freeze items of interest:

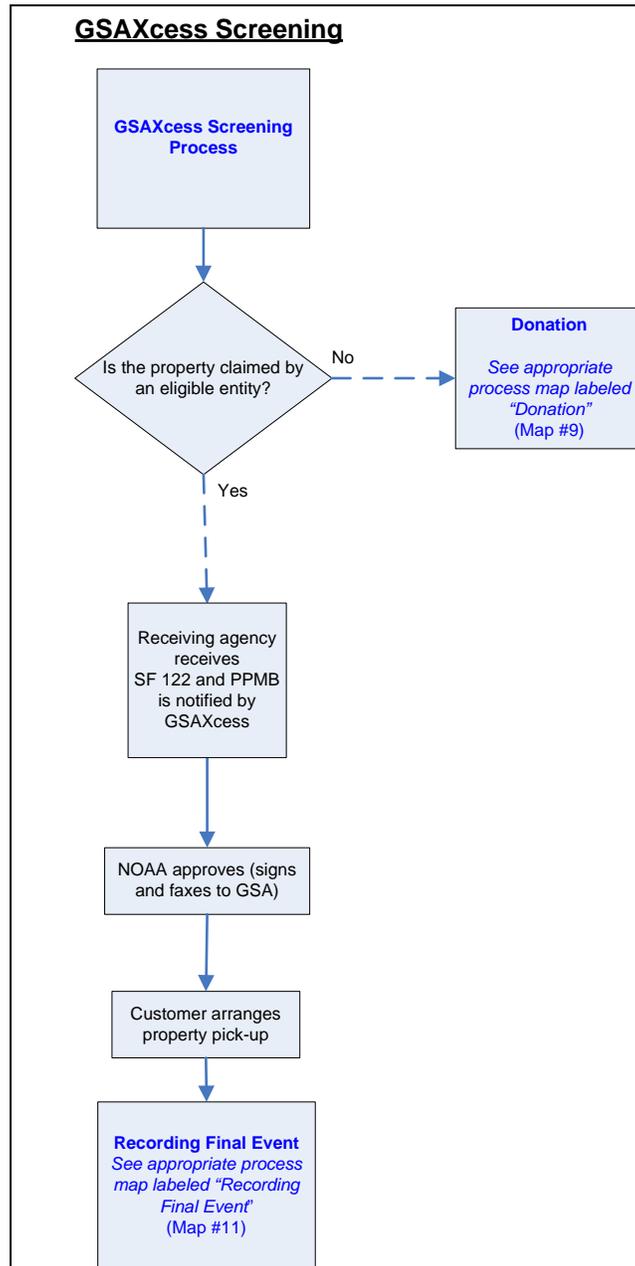
- Federal agencies
- Cost-reimbursable contractors
- Grantees
- Public airports
- State Agencies for Surplus Property (SASP)
- Nonprofit educational and public health activities
- Service educational activities

The PC should expect calls and requests to inspect the property during this time period, even if the holding office plans to continue to use the property until the time of transfer.

The L/S/CO are responsible for the following additional activities specifically related to others screening their property when offered for sale by GSA:

- Transporting property offered for sale to a consolidated sales site under mutual agreement with GSA, if required;
- Providing reasonable access to authorized personnel from prospective bidders to examine the property; and
- Providing reasonable access to remove property purchased.

**Figure 8.**  
**Process Map 8: GSAXcess® Screening**



## **8.9. Donating Property**

If property is not transferred within NOAA, DOC, or to another federal agency it is deemed surplus property. (If it is research or computer equipment it can be directly donated by NOAA through the Stevenson-Wydler Act or the Computers for Learning Program to an eligible organization after undergoing DOC screening). Otherwise, it can be donated through GSA to the State Agencies for Surplus Property (SASP) program. This process takes place after the transfer process while the items continue to be offered through GSAXcess®. As with transfers, it is the responsibility of the receiving organization to arrange and pay for the pick-up or delivery of the item.

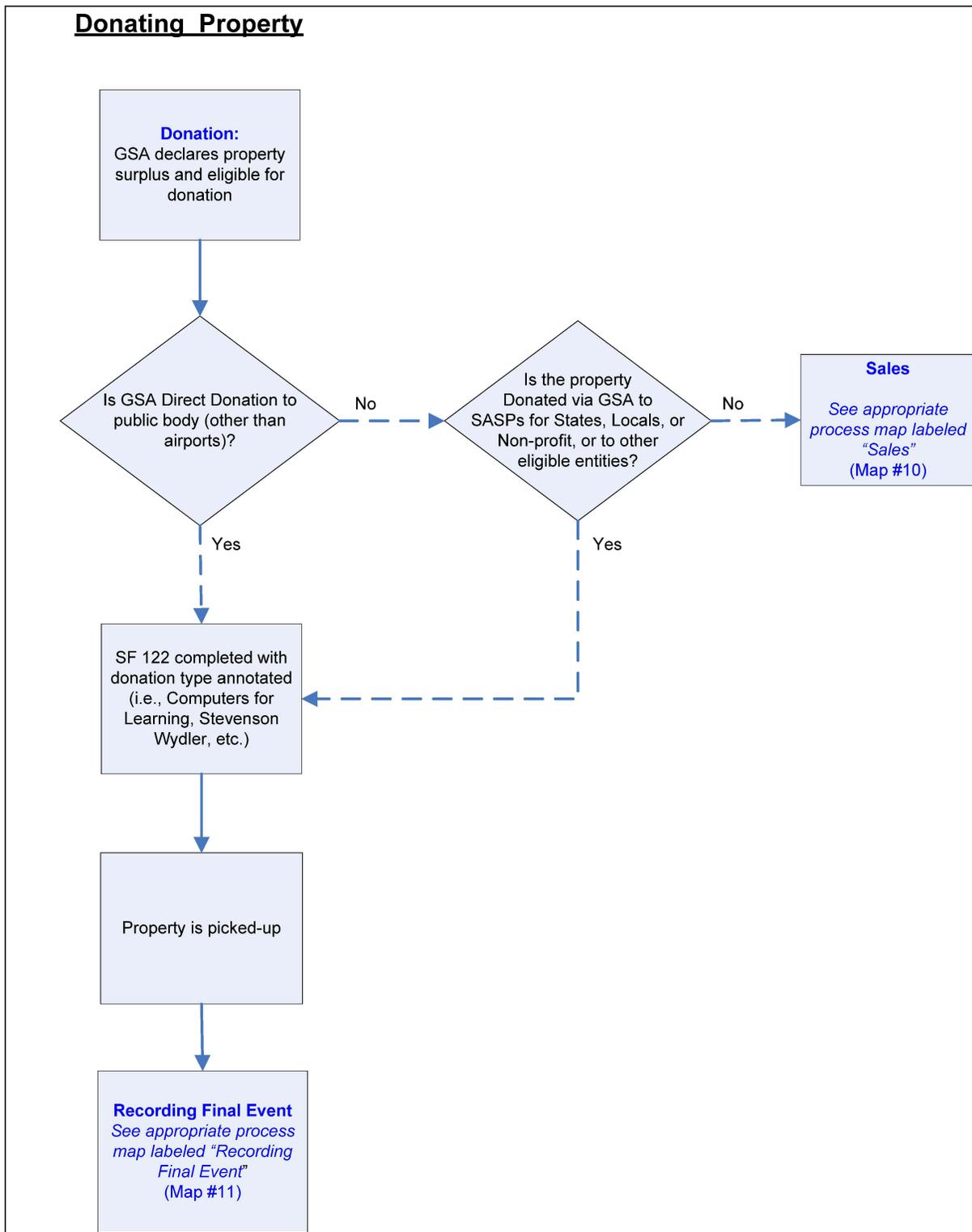
### **8.9.1. State Agencies for Surplus Property (SASP) program**

Like property in excess status, surplus personal property can include all types and categories of personal property. GSA uses SASPs to manage the GSA donation program in the states. SASPs determine eligibility for participation in the donation program and assist eligible recipients in locating, screening, and acquiring needed equipment. SASPs also advise recipients of the terms, conditions, restrictions and noncompliance ramifications associate with donated personal property.

One exception is the transfer of surplus property to public airports. These transfers are statutorily authorized but only if the Federal Aviation Administration considers the property appropriate for airport purposes and GSA approves the transfer. Additional conditions and restrictions are also imposed by the GSA on certain types of property such as aircraft, vessels, firearms, and gifts received from foreign dignitaries.

Figure 9.

Process Map 9: Donating Property



## **8.10. Selling of Property**

If not donated, surplus property may be sold. All NOAA surplus personal property is sold through GSA Sales or GSA Auctions via GSAXcess®. The L/S/CO is responsible for packing and shipping the items once sold, unless other arrangements have been made, although the buyer is responsible for payment of shipping costs. GSA will provide instructions to the PC or PAO for the screening, packaging, and delivering of the item once it has been sold.

### **8.10.1. Authorized Agents**

Currently, GSA is the only agent authorized to sell excess personal property for DOC and NOAA. The use of another agent to sell excess property must be approved by the PMO after consulting with DOC and GSA.

### **8.10.2. Methods of Sales**

GSA offers several different options for the public sale of surplus federal personal property. Below are the primary programs utilized by GSA.

#### **8.10.2.1. GSA Surplus Personal Property Sales**

This is GSA's site for surplus personal property sales. On this site, the types of sales include: live auction, fixed price, drop-by, negotiated, sealed bid, and spot bid. Visitors can select specific geographic location for any scheduled sales.

#### **8.10.2.2. GSA Auctions®**

The GSA Auctions® website ([www.gsaauctions.gov](http://www.gsaauctions.gov)) offers the general public the opportunity to bid electronically on a wide array of federal assets. The auctions are completely web-enabled, allowing all registered participants to bid on a single item or multiple items (lots) within specified timeframes.

GSA Auctions® offers federal personal property assets ranging from commonplace items (such as office equipment and furniture) to more select products like scientific equipment, heavy machinery, airplanes, vessels and vehicles. GSA Auctions® online capabilities allow GSA to offer assets located across the country to any interested buyer, regardless of location.

Participants may choose to browse items that are offered on this site or may choose to search for items and place bids. In order to place a bid(s), participants must register first.

#### **8.10.2.3. Federal Asset Sales Program**

Federal Asset Sales (eFAS) is an E-Government program designed to improve and optimize the way the federal government sells its surplus, exchange/sale,

and/or forfeited assets to the public via online and offline auctions. It is intended to allow access to federal government websites through the creation of a single, secure, efficient, and effective online e-marketplace at [GovSales.gov](http://GovSales.gov). GovSales.gov allows the public to search assets available for sale, and makes it much easier for the public to find and purchase real estate and personal property from the federal government.

### **8.10.3. Proceeds from Sales**

Under any of the following conditions NOAA may retain reimbursement from the sales of excess personal property:

1. There is statutory authority to require and retain reimbursement from the sale of the property. (Note: Such authority is not commonplace. Confer with budget officials to determine whether such authority applies.)
2. The property is being transferred under the exchange/sale authority discussed previously in section 8.3.
3. The property was originally acquired with funds not appropriated from the general fund of the Treasury. (Note: NOAA relies primarily on appropriated funds. Again, if the PC believes non-appropriated funds may have been used for the purchase, questions should be directed to agency budget officials.)
4. The recipient or purchaser of the property is a wholly owned or mixed-ownership Government corporation.
5. The proceeds are reimbursement for direct costs incurred incident to the transfer, such as packing, loading and shipping of the property. The recipient is responsible for such charges unless waived. (Note: recipients cannot be charged for overhead or administrative expenses or the costs for care and handling of the property pending disposition.)

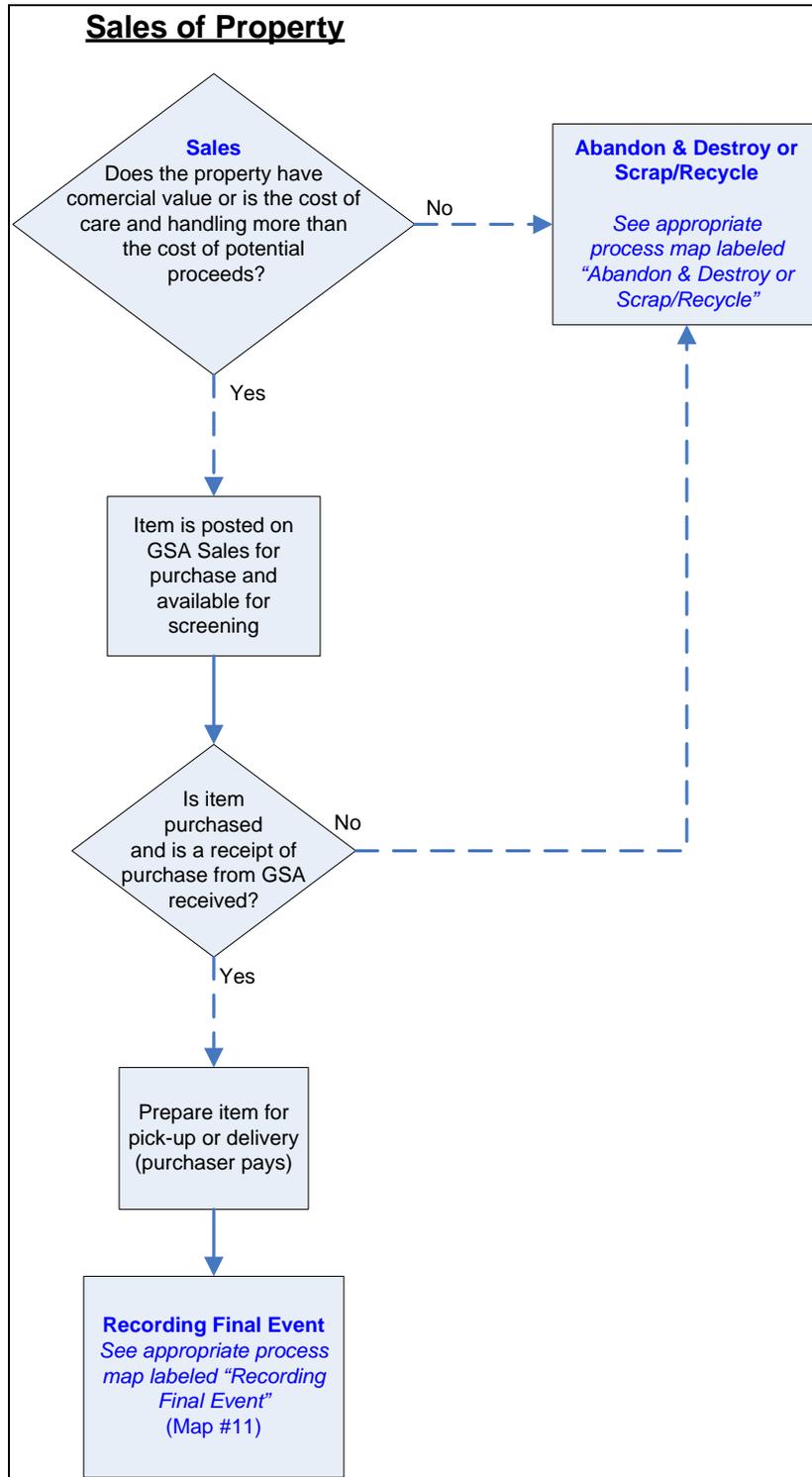
### **8.10.4. Restrictions on DOC employees for Sales**

DOC employees shall not purchase any DOC property that is being sold as Government surplus property if the employee:

1. Was responsible for maintaining the accountability or custodial record of the item at the time it was determined to be DOC excess; or
2. Was responsible for determining the condition of the item for utilization or disposal purposes; or
3. Directly participated in or conducted the sale of the item.

*Tip: Any questions should be directed to NOAA ethics officials before purchasing surplus property.*

**Figure 10.**  
**Process Map 10: Sales of Property**



## 9. Additional Requirements

### 9.1. Property Type

#### 9.1.1. Accountable Property

Accountable property is property, which is subject to controls because of the property's high value, potential for misuse theft, or risk to public and environmental health or safety. Accountable items normally include items with an acquisition cost of \$5,000 or more, and items under \$5,000 considered sensitive.

Accountable items normally display a NOAA property decal with a bar code readable identification number. (Examples of accountable property include cameras/lenses, CPUs, monitors, printers, firearms, laptops, etc.) The major difference with non-accountable property is that official property records of individual items of accountable property must be maintained while this is not necessary for non-accountable property.

#### 9.1.2. Non-accountable Property

Non-accountable property is property which is not subject to reporting controls and is not recorded in Sunflower because of the property's lesser acquisition value and because it was not considered sensitive, i.e., property that has potential for misuse, or theft or risk to public and environmental health or safety. (Examples of non-accountable property include furniture, supplies, some low cost lab equipment, books, journals, etc.)

*Tip: Excluded from this is expendable property such as office supplies, or property of otherwise nominal value. The disposal of such property is not subject to the requirements of this Plan. They should be subject to reasonable management control so as to minimize waste.*

Accountable and non-accountable property are subject to the same policies and restrictions for disposal. However, because of its lesser acquisition cost, non-accountable property determined as no longer needed has minimal commercial value and administrative costs typically exceed any possible sales proceeds. Therefore, these are typically retired through scrapping, recycling or destruction.

Another difference is that accountable property is maintained in Sunflower and disposition is supported by web-based processing. To initiate disposal of your non-accountable property, a hard copy of Form CD-50 Personal Property Control Form must be completed and maintained unless the item is determined serviceable in which case it should be forwarded to the PPMB for processing.

#### 9.1.3. Capitalized Assets

Capitalized assets (having an acquisition value of \$200,000 or more) identified as excess to the office's needs and taken out of service with the intention of never being

returned to service are reported to the PPMB as excess using a hard copy NF 37-509 Property Transaction request and a hard copy CD 52 Report of Review of Property, with all the required signatures, and attachments. These are not entered to Sunflower at this time.

PPMB will complete a final event for the Financial Asset (but not the Inventory Asset) and Sunflower will stop depreciation on the identified items. The hard copy CD 52 will also initiate the asset disposal in accordance with the procedures outlined for all accountable property. PPMB will input the item into GSAXcess® as they would any accountable property deemed subject to GSA excess requirements.

## **10. Disposal of Property with Special Handling Requirements**

As noted previously, there are certain types of property that require special handling when disposing of them. These are addressed below.

### **10.1. Electronics and Software**

#### **10.1.1. Desktop/Laptop Computer Equipment**

In lieu of reporting through GSAXcess® for other agencies review, NOAA computer equipment – including laptops -- may be directly transferred to eligible Computers for Learning recipients or eligible federal entities once being screened within DOC. The program – whether directly by the agency or through GSAXcess® –allows the transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.

See section 8.7.3.5 above for more information on the Computers for Learning program.

#### **10.1.2. Cleaning Hard Drives**

The drive owner or local IT specialist must sanitize hard drive data to ensure it is unrecoverable or completely destroy the drive. Directives on accomplishing this are published by the NOAA OCIO and must be followed.

The final event documentation submitted to the PPMB as well as locally maintained records will include a “NOAA Computer/Hard Drive Sanitization Validation Form” completed by the individual assigned responsibility for cleaning the hard drive and the PC. This policy applies to all offices, whether using the Brandywine Warehouse or not. For hard drives that are transferred to the Brandywine Warehouse, this form is to be submitted with an excess receipt for warehouse pick-up. If the property is not in Sunflower, this form is to be faxed to the warehouse with the hard copy CD-50. A copy of the form can be found at the end of this plan.

### 10.1.3. Other Electronic Devices with Personally Identifiable Information and Other Data

Due to the sensitive nature of devices with hard drives or memory cards, NOAA maintains special requirements for the sanitization and disposal of Personal Digital Assistants (PDA) and Cell Phones. These devices will not be transferred outside of NOAA. Their commercial value is relatively low and the expense of disposal generally will exceed any sales proceeds or value received by another agency or eligible entity.

If a PDA or Cell Phone is to be transferred within NOAA (within the L/S/CO or to another L/S/CO), the device must be cleared/purged prior to the transfer. If it is to be destroyed, it must first be cleared/purged. A technical contact (Help Desk, Systems Administrator, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian. A “Certification of PDA and Cell Phone Destruction Form” verifying this should be attached within Sunflower when the location is changed or a transfer is completed. A draft copy of the form can be found at the end of this plan.

Similar to other disposal, the destruction of a PDA or Cell Phone is to be done in place if it is assigned outside the Washington, DC National Capital Area. If assigned to an employee within the Washington, DC National Capital Area, it must be sent to the Brandywine warehouse where 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. A “Certification of PDA and Cell Phone Destruction Form” must also be completed and submitted.

*Tip: See [http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88\\_rev1.pdf](http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf) for the guidance on identifying options for sanitizing these devices.*

### 10.1.4. Software

Any restrictions in the licensing agreement take precedence over DOC and NOAA disposal procedures. Specifically, some licensing agreements require the purchaser to return software to the vendor or require the purchaser to destroy the software. PCs must check with the vendor, license holder or OCIO to determine if the licensing agreement indicates direct disposal instructions. If none, PC's will report excess software as they would other personal property to be disposed.

Some software development corporations sponsor software donation programs which permit organizations purchasing upgrades to donate the older versions of upgraded software products to schools and nonprofit organizations. By doing so, programs like this enable selected schools to acquire useful copies of software products at no charge. However, entities receiving such software must be aware that the licenses for the software may not be transferable, and as such, the organization may not be eligible for technical support or upgrades. Again, check with the software vendor, license holder or OCIO for permission to transfer specific software.

### **10.1.5. Systems with Stand-alone Components**

Systems that can be disassembled with the remaining parts being able to be utilized on their own require that the stand-alone item be entered into Sunflower as a new asset, if meeting requirements. An example of this is a material testing system that is purchased with a computer and monitor included as part of the system. If the computer and monitor can be utilized and is in good working order after the system is disassembled, and they meet the requirements for tracking accountable property, these items should be entered as new assets.

### **10.2. Hazardous Materials**

All NOAA property that is to be disposed of shall be properly and completely rendered safe, and any hazard either abated or adequately identified and documented to preclude harm to the gaining entity. If specific instructions for the class of property's disposal have not been published, PC's are to request disposal instructions from the NOAA Safety and Occupational Health Manager.

Regardless of how disposed, property documented to contain or suspected of containing hazardous or suspected material or wastes, and dangerous property is not to be reported to GSA for disposal.

This requirement does not apply to IT equipment, much of which could be considered hazardous based on substances it contains.

### **10.3. Firearms**

All excess firearms are reportable to the assigned APO for GSA, Denver, CO. This includes handguns, rifles, shotguns and light individual automatic firearms, all less than .50 caliber in FSC 1005; and rifle and shoulder fired grenade launchers in FSC 1010, regardless of unit cost, when assigned a disposal Condition Code of 4 or better must be reported. Condition Code 4 is defined as property showing some wear but usable without significant repair. Please see Federal Management Regulations Title 41 Part 102-39. When reporting excess firearms to GSA, agencies should provide the following information on Standard Form 120:

- Weapon Type;
- Manufacturer; and
- Model

PCs must contact their LOR for guidance prior to reporting excess firearms.

(Note: Firearms are prohibited from the exchange/sale authority.)

#### **10.4. Classified or National Security Material**

PCs and PAOs that are responsible for property containing classified or National Security material should contact the NOAA Security Office and request disposal instructions.

#### **10.5. Vehicles**

NOAA-owned motor vehicles determined to be in excess of the office's needs shall be reported for disposal by the PC by completing and sending a SF 120 to the NOAA Fleet Manager in the OCAO and their LOR. In instances where the vehicle was replaced, the PC must complete this within 30 days of the replacement placed in use. Generally the exchange/sale authority is used when a replacement is acquired.

The following information will need to accompany the notifications:

1. Manufacturer
2. Model and year
3. Number of cylinders and engine size
4. Odometer mileage
5. Fuel Type
6. Body Style, i.e., sedan, truck, SUV
7. Transmission, i.e., manual or automatic
8. Vehicle color
9. License Plate Number

Within 10 days of notification, the NOAA Fleet Manager working with DOC vehicle management staff will make a determination whether the vehicle is economical to repair (if needed) and it can be used elsewhere within DOC or NOAA. If not, the Fleet Manager will notify the PPMB LOR and PC that the vehicle should be entered into GSAXcess®.

#### **10.6. Aircraft**

All excess aircraft are reportable to the assigned APO for GSA, Pacific Rim Region in San Francisco, CA, regardless of agency, condition, or dollar value. When reporting an excess aircraft to GSA, agencies should provide the following information on Standard Form 120:

1. Manufacturer, date of manufacture, model, serial number
2. Major components missing from the aircraft such as engines or electronics
3. Whether or not the aircraft is:
  - a. Operational
  - b. Data plate is available
  - c. Historical and maintenance records are available

- d. Aircraft has been previously certified by the Federal Aviation Administration (FAA) and/or has been maintained to FAA airworthiness standards
- e. Aircraft was previously used for non-flight purposes (i.e., ground training or static display), and has been subjected to extensive disassembly and re-assembly procedures for ground training, or repeated burning for firefighting training purposes
- f. For military aircraft, indicate Category A, B, or C as designated by the Department of Defense, as follows:

Category of Aircraft	Description
A	Authorized for sale and exchange for commercial use
B	Previously used for ground instruction and/or static display
C	Combat configured as determined by The Department of Defense

PCs are encouraged to contact the GSA San Francisco office for guidance prior to reporting excess aircraft. The listing of Area Property Officers and their assignments can be found on the GSA website.

### 10.7. Vessels

All excess vessels under 50 feet in length are reported and disposed of in the same manner as other personal property. Excess vessels that are greater than 50 feet in length are to be reported to the assigned APO in Atlanta, GA.

When reporting a vessel to the appropriate GSA regional office, GSA requests that the agency indicate the following information on Standard Form 120 and provide the following documentation:

1. Whether the vessel has been inspected by the Coast Guard;
2. Whether testing for hazardous materials has been done. And, if so, the results of the testing, specifically the presence or absence of polychlorinated biphenyls (PCBs) and asbestos and the level of contamination;
3. Whether hazardous material cleanup is required and when it will be accomplished by the agency; and
4. A copy of either the Certificate of Build or Quasi Title.

In accordance with Section 548 of Title 40, United States Code, the Federal Maritime Administration (MARAD), Department of Transportation, is responsible for disposing of

surplus vessels determined to be merchant vessels or capable of conversion to merchant use and weighing 1,500 gross tons or more. GSA will forward this information for submission to MARAD.

PCs are encouraged to contact the Atlanta GSA office for guidance prior to reporting excess vessels over 50 feet. The listing of APO and their assignments can be found on the GSA website.

### **10.8. Heritage property**

Some items because of their age or obvious historical significance are inherently historical artifacts. Items are designated heritage assets if they help illustrate the social, educational, and cultural heritage of NOAA and its predecessor agencies (U.S. Coast and Geodetic Survey, U.S. Fish Commission, the Weather Bureau, the Institutes for Environmental Research, the Environmental Science Services Administration, etc.). Examples include bells; gyro compasses; brass citations; flags, pennants; chronometers; ship's seals; clocks; compasses; shipbuilders' contract and other models; personal equipment; clothing; medals and insignia; barometers; rain gauges; etc. Heritage assets may be identified by the fact that they are likely to increase in value with age or because the item is rare.

No employee can sell, trade, donate, destroy or give to another agency NOAA heritage assets without the written approval of the Heritage Assets Working Committee and PMO. The Committee's approval should be undertaken first and a copy of approval attached to a hard copy CD 50 sent to the LOR requesting disposal guidance. Heritage assets determined "excess" must be disposed of in accordance with standard processes.

After the disposal is completed, this committee should be notified so that records in the Personal Property Heritage Asset Accountability System can be updated.

### **10.9. Contractor/Grantee Held Property**

Where a determination is made by the Contracting Officer to provide personal property to a contractor as "Government-Furnished Property" or to authorize a contractor to acquire property for the performance of a contract, the contractor remains responsible for the property, including its disposal. The disposal of contractor-held property is the responsibility of the contractor pursuant to Government direction of the Contracting Officer and must be done in accordance with the Subpart 45.6 – Reporting, Reutilization, and Disposal of the FAR. Such policies conform to those contained in this NNDP.

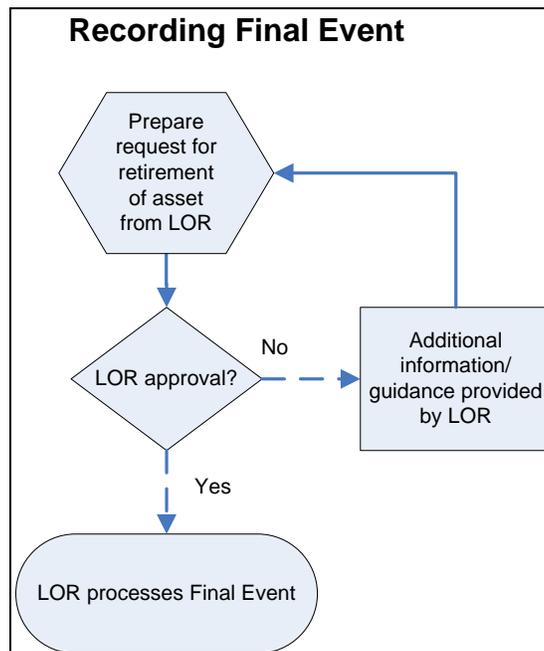
Where the property is available through a contract or grant and title is in the name of the recipient, the disposal is not subject to the requirements of this plan, unless provided otherwise in the federal contract with the recipient.

## 11. Recording the Final Disposition of the Asset (Property Record)

After disposing of an accountable asset subsequent to receiving approval from the LOR and/or GSA, as appropriate, the PC should request retirement of the asset using the document on the CD 50/52 menu. This document is confirmation that the action has been completed and the property has been physically removed from the custodial site, and requests the retirement of the asset record in Sunflower. It includes information on the final event type or how the item was disposed and any documentation that might be useful. This detail is required to satisfy departmental reporting requirements.

After receipt of the request from the PC, the LOR, in turn, will review the request, approve or request additional documentation. Upon receiving sufficient detail on the transaction, the LOR will initiate the action in Sunflower recording the final event.

**Figure 11.**  
**Process Map 11: Recording Final Event**



## 12. Other Reasons/Actions Requiring Processing in Sunflower

In addition to the physical disposal of unserviceable and excess property, there are occasions when inventory property records in Sunflower will be categorized as final event. These, too, are considered final events. The following are final event types, where such actions are necessary.

### 12.1. Asset Absorbed into Another Asset.

Used when an accountable item is added to another existing accountable item to be tracked as a single item (parent-child).

**12.2. Duplicate Asset Record**

Used when two records were created for the same property.

**12.3. Determined not Accountable**

Used only when items that should never have been considered accountable and recorded in Sunflower.

**12.4. Returned to Seller**

Used when items received and accepted are returned because they do not work properly or do not meet purchase requirements.

**12.5. Lease Terminated**

Used when property is returned at the expiration or termination of a lease.

**12.6. Warranty Exchange**

Used when property under warranty is exchanged for a replacement under the warranty.

**12.7 Item Lost, Stolen or Damaged**

Used when property is lost, stolen or destroyed and reported to the PMO.

**13. Clearing Hand Receipt**

Upon custody of an asset changing during the disposal process, the hand receipt must be cleared.

## Summary of Key Property Disposal Activities with Initiation, Review and Approval Responsibilities

<b>Key:</b>	I - Initiate	R - Review	A - Approve
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Plan Section	Activity	PC	PAO	PM	PPMB	Board of Review	PMO	GSA	Resource	Form Used (CD-50, CD-52, SF-122, other)
8.2	Eliminating Sensitive/Classified Information	I	R						OCIO	
8.3	Request approval to trade in or sell property as part of Exchange/Sale	I	R		R		A			CD-50
8.6.1	Cannibalization	I	R		R	R	A			CD-52
8.6.2	Scrapping/Recycling	I	R		A				PPMB, GSA and Local Vendors	CD-50 (hard copy)
8.6.5	Abandonment and Destruction	I	R		A					CD-50
8.7.1	Screening and Reassigning/Transferring excess property within L/S/CO	I	R	A						
8.7.2	Preparing an Excess Receival	I	R		A					Sunflower CD-50/52
8.7.2	Screening and Transferring within NOAA and DOC	I	R		A					
8.7.2.3	Enter Information into AAMS				I					
8.7.3	Direct Transfers Outside of DOC (Acquisition Costs greater than \$10,000)	I	R		R			A		SF-122
8.7.3	Direct Transfers Outside of DOC (Acquisition Costs less than \$10,000)	I	R		A					
8.7.3.2	Transfers through Stevenson-Wydler Act (includes CFL)	I	R		A				GSA's CFL website	
8.8	Transfer through GSAXcess				I			A		
8.9	Donating Property	I	R					A		
8.10	Selling Property							A		
9.1.3	Disposal of Capitalized Assets	I	R		A				OFCO	NF 37-509; CD-52
10.1	Electronics and Software	I	R		A				OCIO	CD-50

<b>Plan Section</b>	<b>Activity</b>	<b>PC</b>	<b>PAO</b>	<b>PM</b>	<b>PPMB</b>	<b>Board of Review</b>	<b>PMO</b>	<b>GSA</b>	<b>Resource</b>	<b>Form Used (CD-50, CD-52, SF-122, other)</b>
10.2	Hazardous Materials	I	R						NOAA environmental, safety and health officials (A)	
10.3	Firearms	I	R		R			A	GSA (Denver)	SF-120
10.4	Classified or National Security Material	I	R		R				NOAA Security Office (A)	
10.5	Vehicles	I	R		R				NOAA Fleet Manager	SF-120
10.6	Aircraft	I	R		R			A	GSA (San Francisco)	SF-120
10.7	Vessels (greater than 50 feet)	I	R		R			A	GSA (Atlanta)	SF-120
10.8	Heritage property	I	R		A		A		Heritage Assets Working Committee (A)	CD-50 (hard copy)
10.9	Contractor/grantee held Property	I	R		A				NOAA Contracting Officer, NOAA COTR(A)	
11.0	Processing Final Event in Sunflower	I	R		A					E-mail notifications

## **Operating Procedures and Forms**

Below are the various forms that are used to request approval to transfer, dispose, or excess property. All forms are available electronically either through the PPMB website, Sunflower or GSAXcess® system. Due to requirements for signatures, forms are frequently completed in hard copy, transmitted through e-mail, and signed throughout the disposal process.

The request to retire the asset from Sunflower after the disposal is completed electronically using the CD 50/52 menu. Likewise, the excess receipt is transmitted through this same electronic menu.

### **1. SF 120 – Report of Excess Personal Property**

This form is used to report excess property to GSA. The PPMB website and GSAXcess® contain the online version of this report. Hard copy versions can be completed and submitted to GSA regional representative for direct entry into the system. PC and PAO signatures are required.

### **2. SF 122 – Transfer Order – Excess Personal Property**

This form is used by GSA and other federal agencies to process transfers between agencies and with other eligible entities.

### **3. CD 50 – Personal Property Control**

This form is used to request an excess receipt and begin the screening, transfer, donation, and sales processes through GSA. PC, PAO, and PPMB LOR signatures are required.

### **4. CD 52 – Report of Review of Property**

This form is completed when property is lost, missing, stolen, destroyed, damaged, rendered unserviceable or requested to be cannibalized. PC and PAO signatures are required. It is also used to initiate the disposal of capitalized assets.

NOAA Sunflower users need to scan and save the supporting documentation as a PDF on your desktop or hard drive.

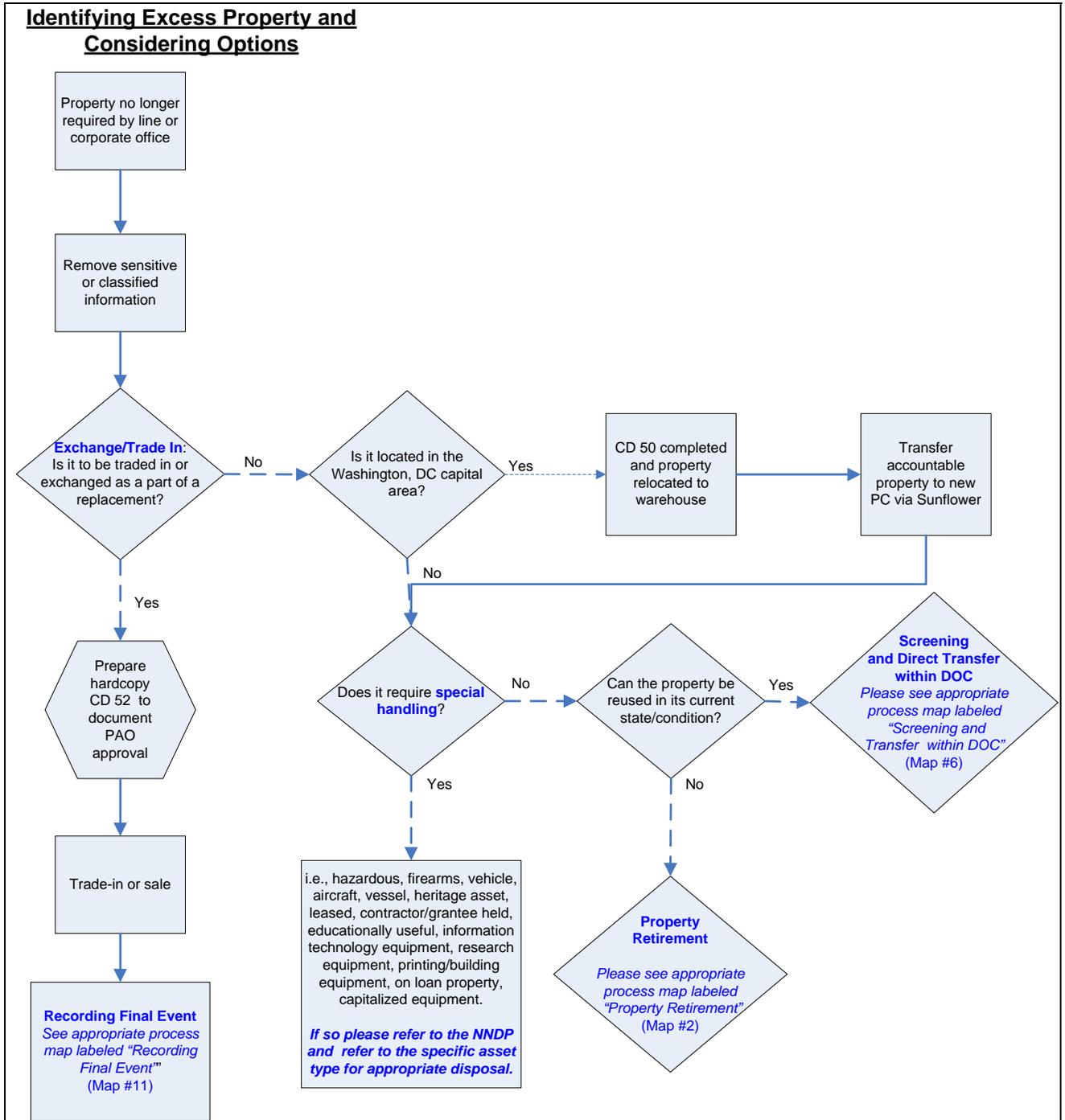
### **5. NF-37-509**

This form is used to report all Final Events or Retirement requests for Capitalized or Financial Assets. It should not be entered into Sunflower as requests, but are to be submitted to PPMB in hard copy (accompanied by a CD-52 and attachments. PC, PAO, and PM signatures are required.

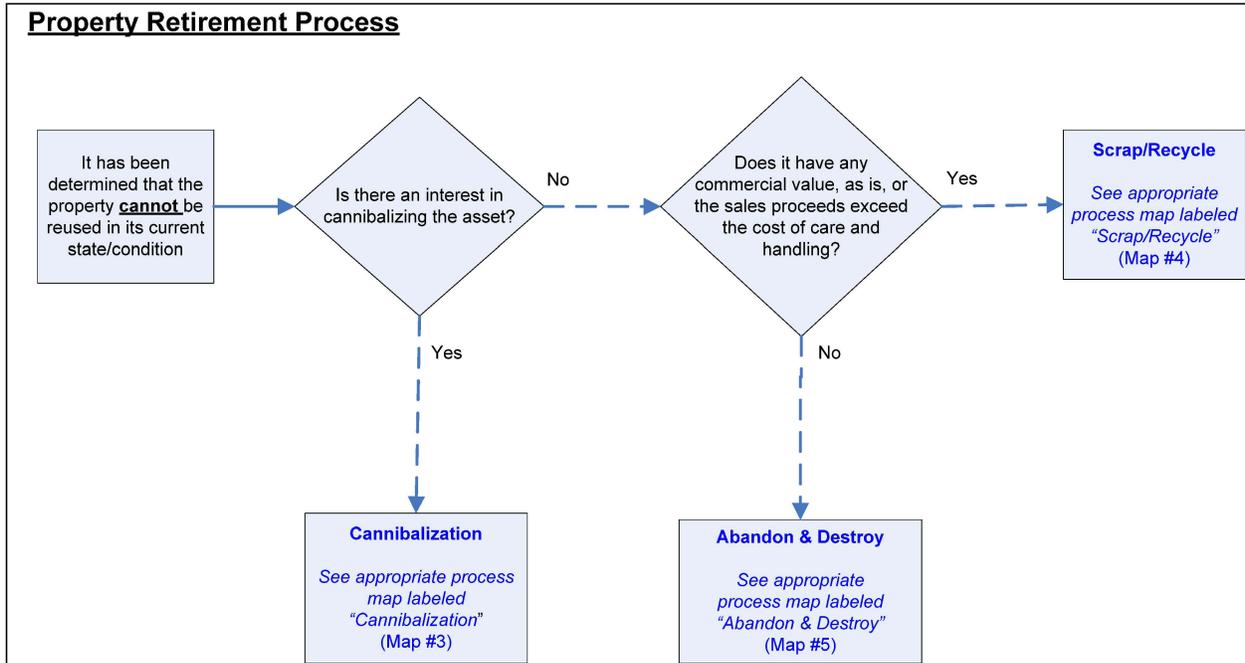
## **Disposal Process Maps**

The following pages provide a series of maps that can be used as a guide for the various steps that are required for excess and disposal of NOAA personal property. These maps are intended to serve as a basic illustration of the different phases in the process. You are encouraged to contact your PPMB Line Office Representative for more detailed information.

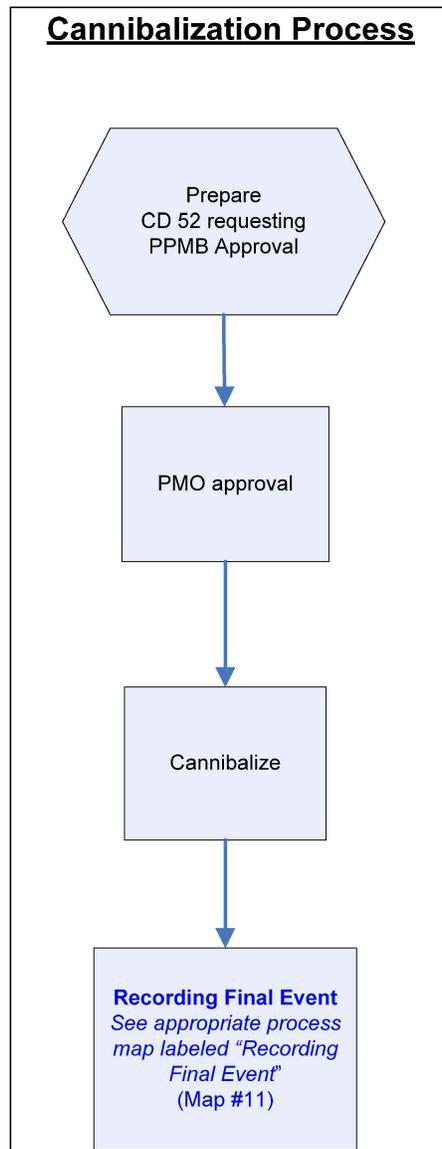
# 1. Identifying Excess Property and Considering Options



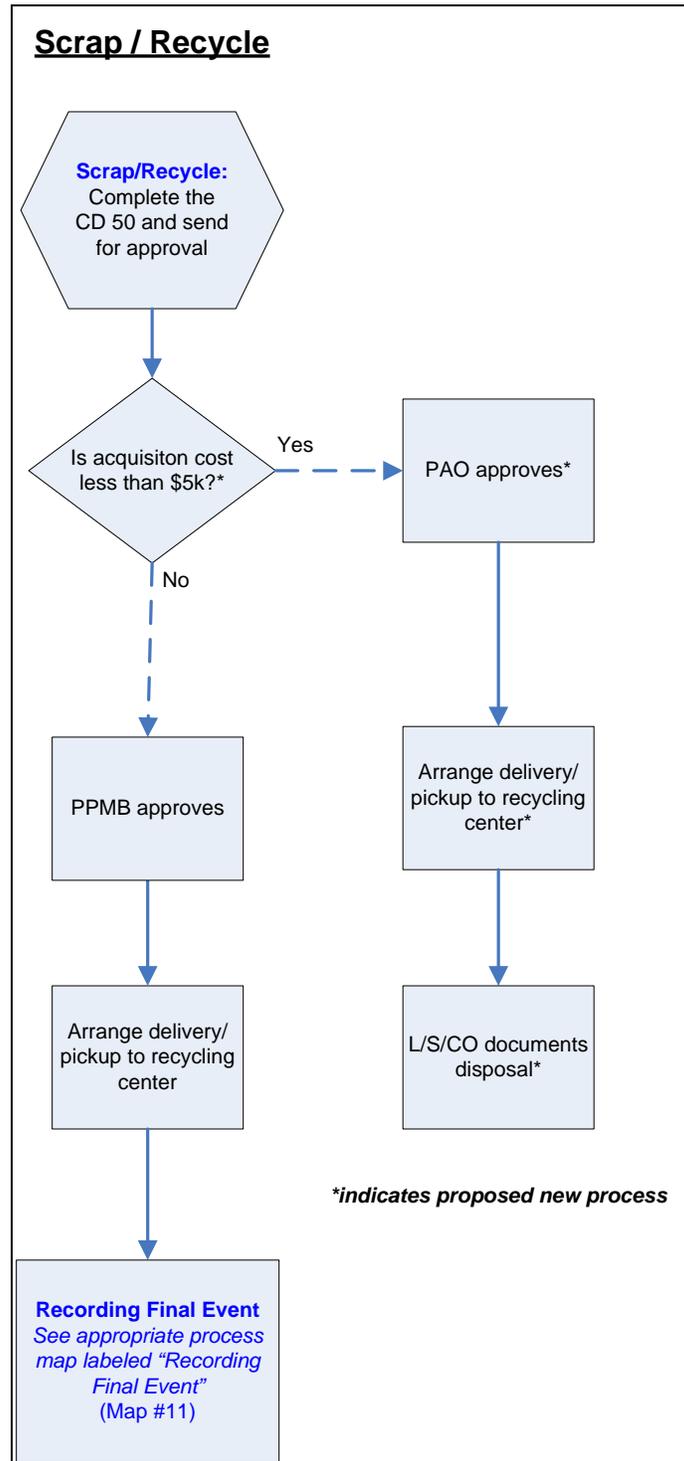
## 2. Property Retirement



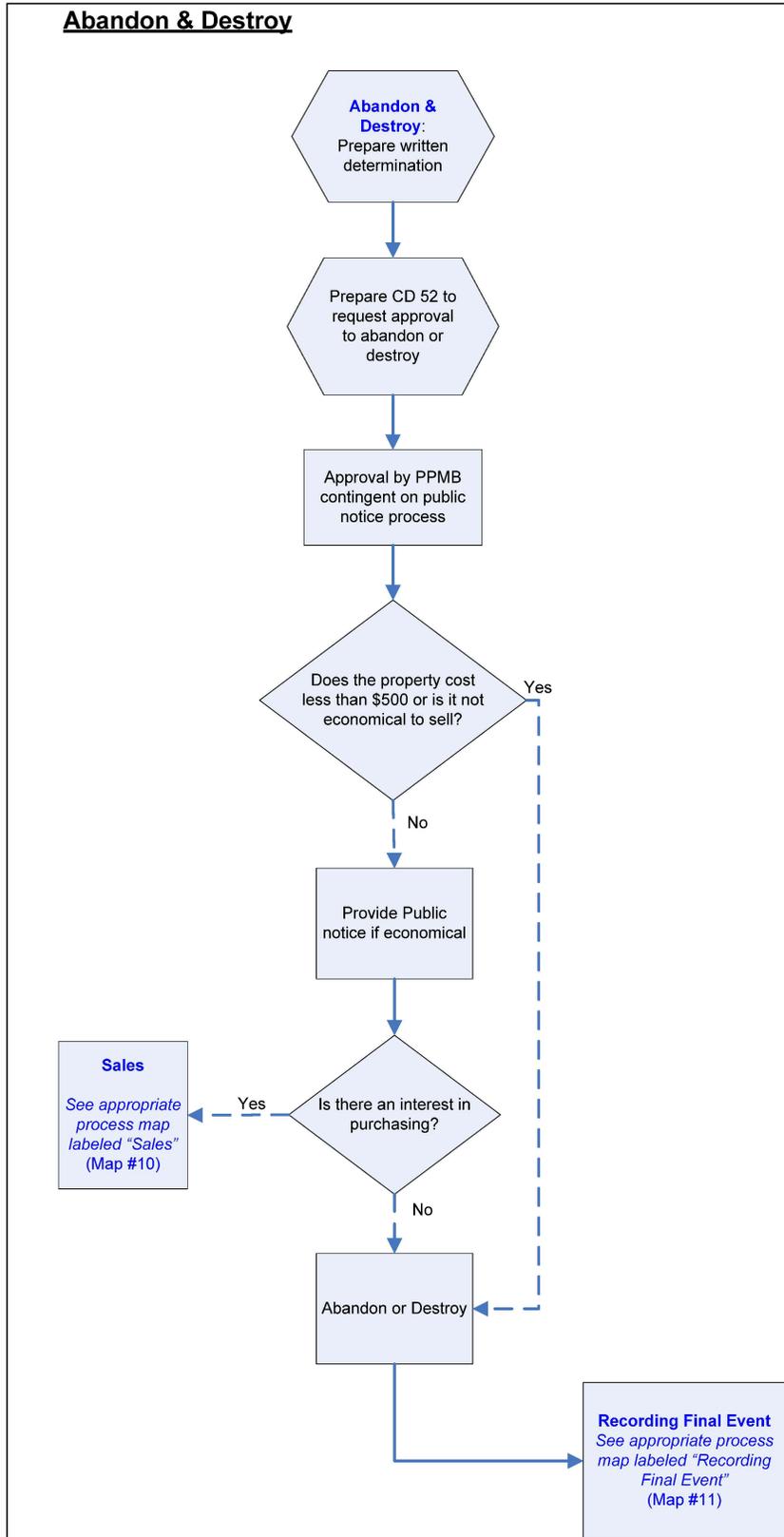
### 3. Cannibalization



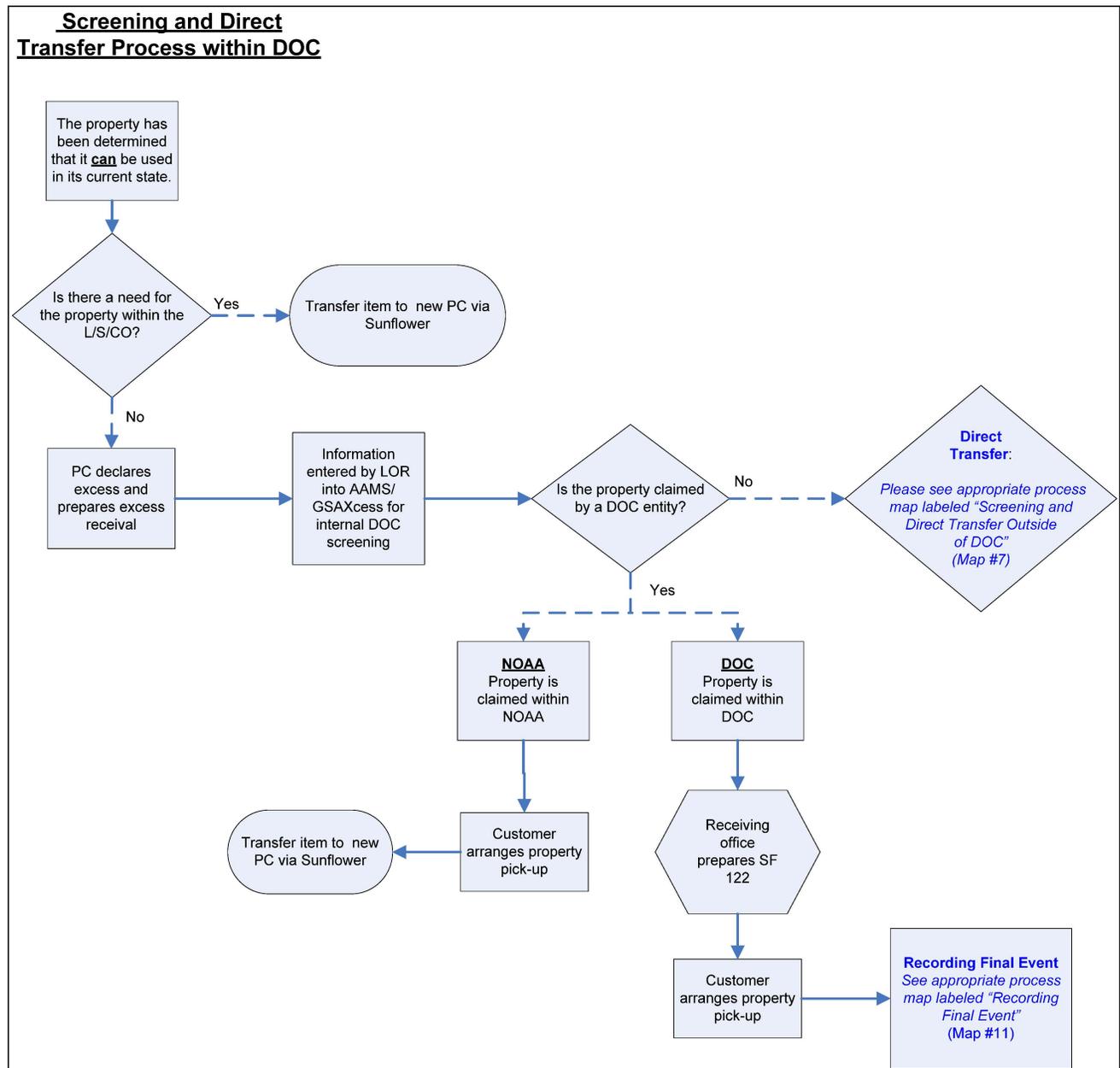
#### 4. Scrap



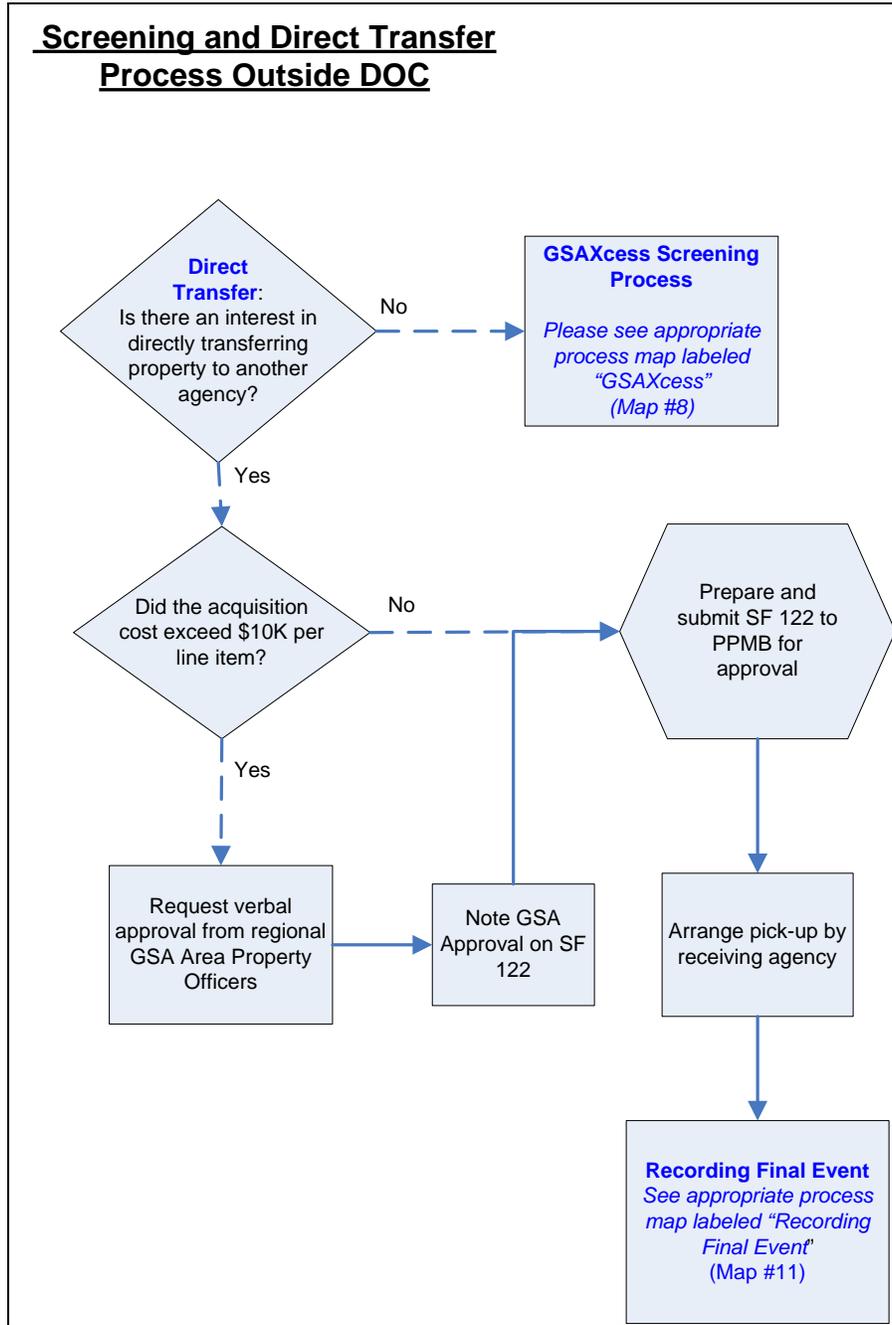
5. Abandon and Destroy



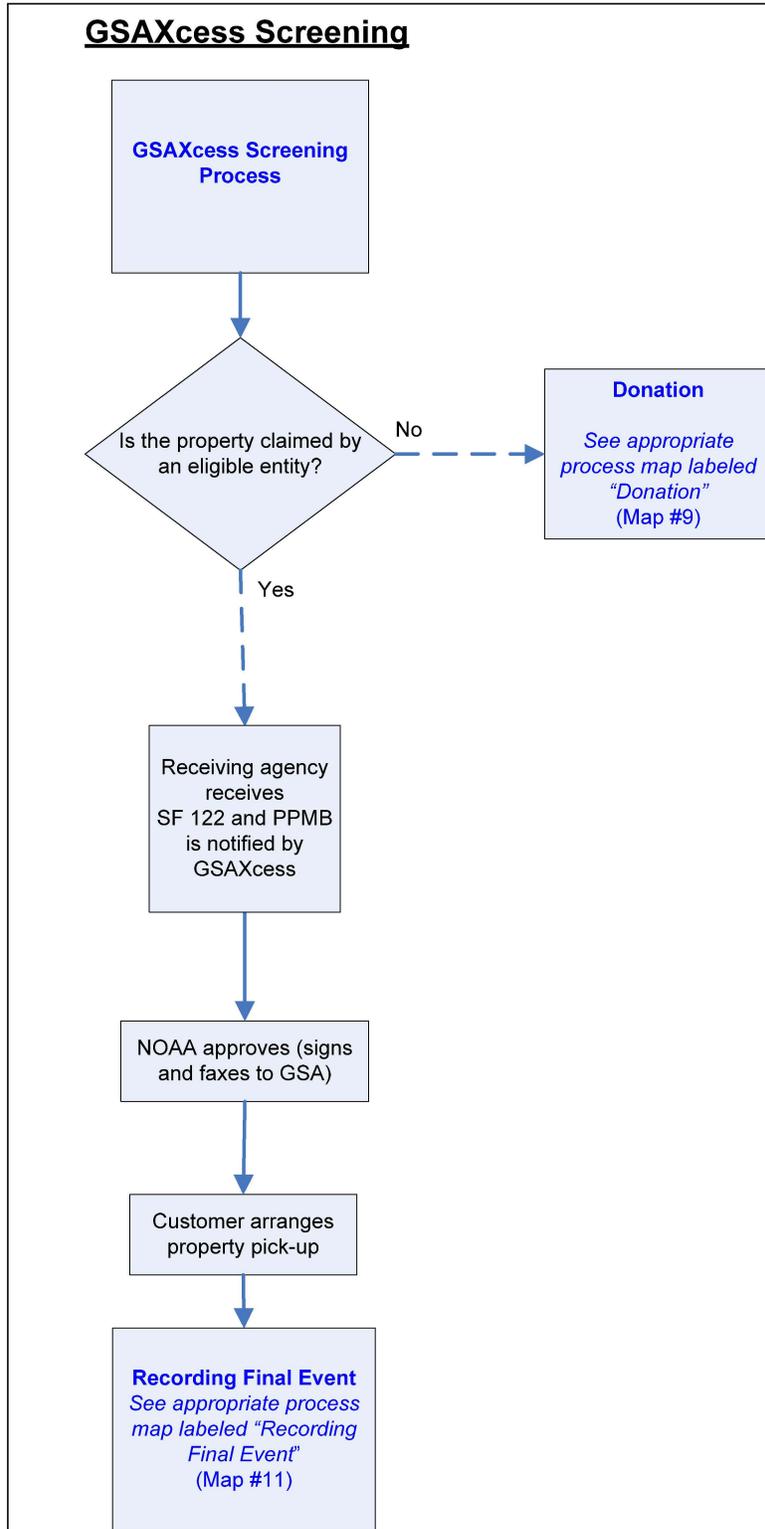
## 6. Screening and Direct Transfer within DOC



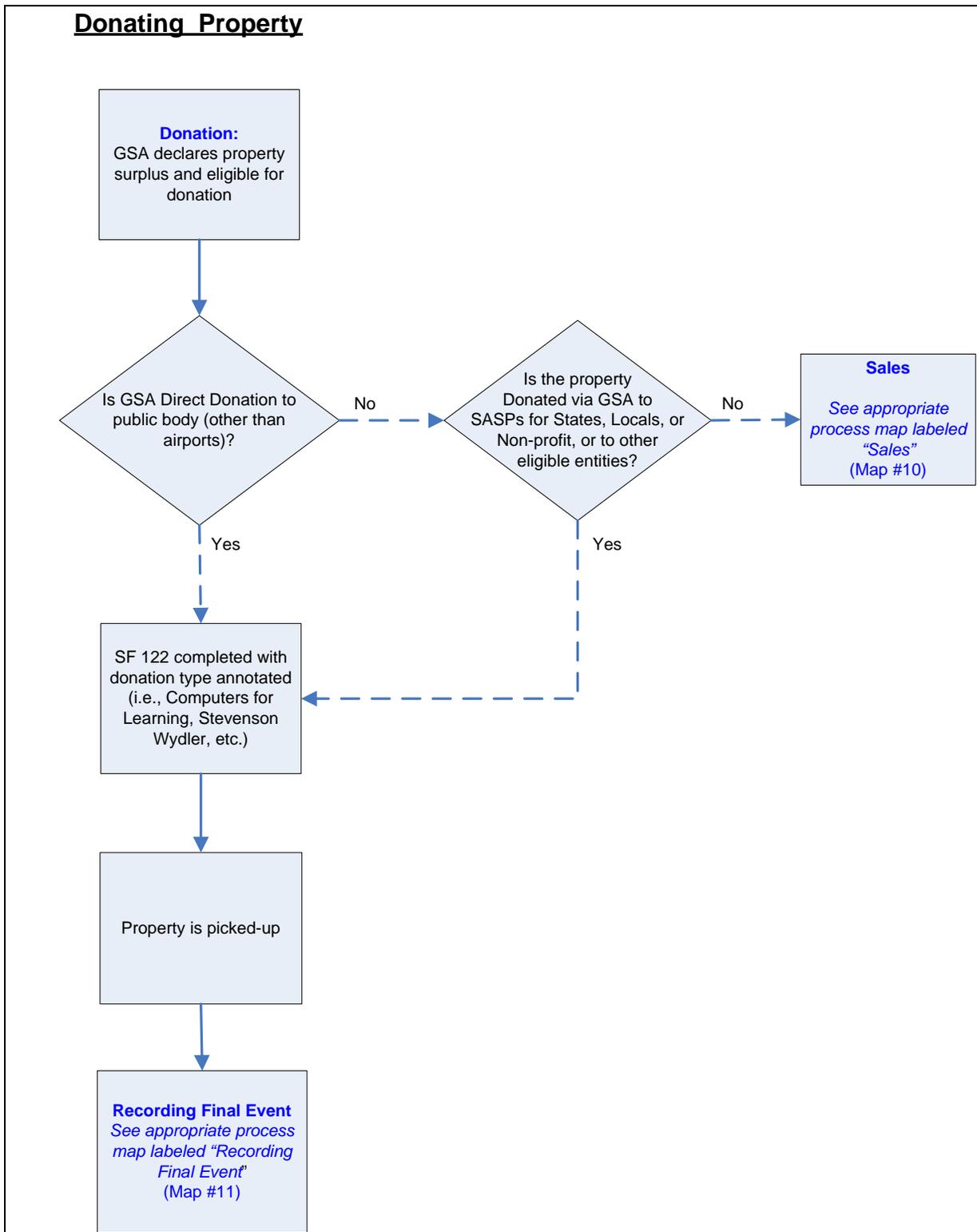
7. Screening and Direct Transfer Process Outside DOC



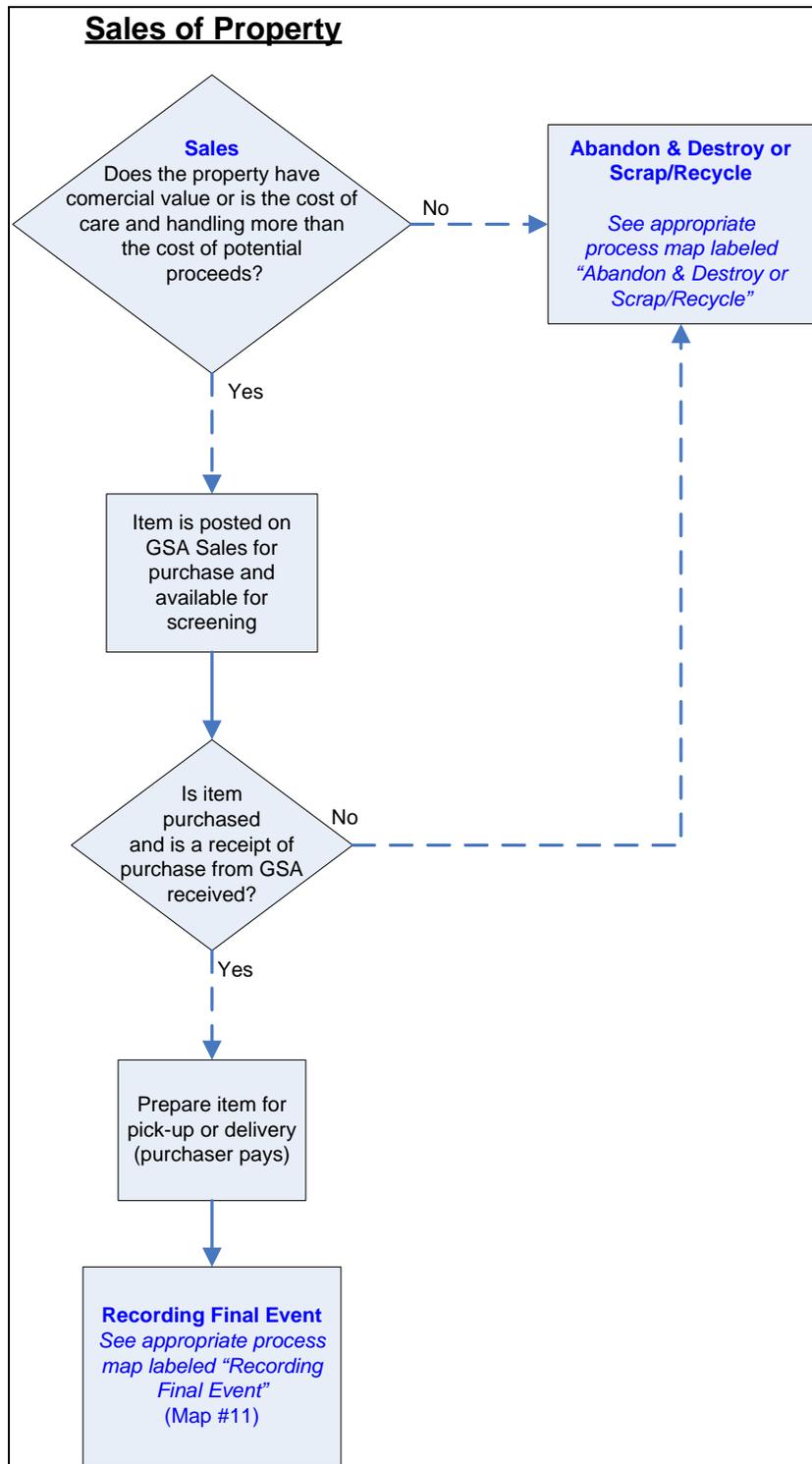
8. GSAXcess Screening



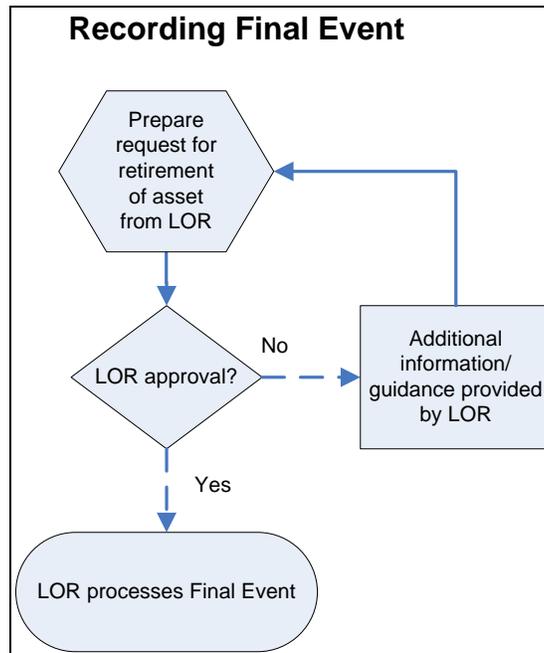
## 9. Donating of Property



10. Sales of Property



## 11. Recording Final Event



## List of Acronyms

<i>Acronym</i>	<i>Definition</i>
<b>AAMS</b>	Agency Asset Management System
<b>APO</b>	GSA Area Property Officer
<b>CFL</b>	Computers for Learning
<b>DOC</b>	Department of Commerce
<b>FMR</b>	Federal Management Regulations
<b>GSA</b>	General Services Administration
<b>LOR</b>	Line Office Representative
<b>L/S/CO</b>	NOAA Line, Staff and Corporate Offices
<b>NNDP</b>	NOAA National Disposal Plan
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>OCAO</b>	Office of Chief Administrative Officer
<b>OCIO</b>	Office of Chief Information Officer
<b>OMB</b>	Office of Management and Budget
<b>PAO</b>	Property Accountability Officer
<b>PC</b>	Property Custodian
<b>PDA</b>	Personal Data Assistant
<b>POC</b>	Point of Contact for GSAXcess
<b>PM</b>	Property Manager
<b>PMO</b>	Property Management Officer
<b>PPMB</b>	Personal Property Management Branch
<b>PPMM</b>	Personal Property Management Manual (DOC)
<b>SASP</b>	State Agency for Surplus Property

## **Definitions**

Below are a listing of key terms and their definitions used in the personal property disposal process.

### **1. NOAA Property Officials**

#### **1.1. Property Management Officer (PMO)**

An individual formally appointed by the NOAA Chief Administrative Officer to serve as a focal point for personal property management with the responsibility and authority to account for the effective control, acquisition, use, and disposal of personal property. The PMO is delegated authority and responsibilities for overall personal property management. Also utilizes the staff assigned to PPMB to manage all aspect of personal property.

#### **1.2. Line Office Representative**

The property officials within the OCAO/PPMB serving as the primary point of contact for disposal activities. Generally, this will be a Federal employee assigned to an L/S/CO, and responsible for various activities including communicating with the property managers on office specific matters and processing all requests directed to the PPMB.

#### **1.3. National Utilization Officer**

Property officer(s) within the PPMB appointed by the PMO who coordinate with GSA to provide user accessibility to the GSAXcess® federal disposal and screening system. The NOAA National Utilization Officer is appointed by the NOAA PMO.

#### **1.4. Property Manager (PM)**

The property official appointed by the L/S/CO Assistant Administrator or office head to coordinate personal property management efforts of their respective L/S/CO.

#### **1.5. Property Accountability Officer (PAO)**

An official assigned by the L/S/CO and officially appointed by the PMO responsible for the effective administration and maintenance of the property control and accountability system within their specific area of accountability.

#### **1.6. Property Custodian (PC)**

An individual assigned by the L/S/CO, designated in writing by the PAO, and appointed by the PMO. The Property Custodian or their designee is responsible to the Property Accountability Officer for keeping the property records for their area of accountability, taking and maintaining inventories and informing the NOAA Personal Property Office of all new items of accountable personal property acquired, as well as initiating disposal of items of personal property no longer required.

### **1.7. Point of Contact (POC)**

An individual identified as the technical contact that can answer questions and provide specific information about property available in AAMS/GSAXcess®.

### **1.8. Hand Receipt Holder**

The current user of the property accepting personal responsibility for custody, care and safeguarding it, or the Property Custodian, if the property is not in current use.

## **2. Major Property Classes**

### **2.1. Personal property**

Anything tangible that is not real property other than records of the Federal Government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines.

### **2.2. Excess property**

Items that are no longer needed by or useful, but have been determined can be reused by some other entity.

### **2.3. Surplus property**

Personal property not required for the needs and the discharge of the business and responsibilities of the Federal Government as determined by the Administrator of the General Services Administration (GSA). After expiration of the advertised period within GSAXcess®, excess property is considered surplus and can be made available for distribution to outside recipients or, ultimately, auction.

### **2.4. Accountable property**

Non-expendable personal property that is sensitive or that has an acquisition cost of \$5,000 or more and a useful life of one year or more and must be accounted for throughout its useful life.

### **2.5. Capitalized property**

Non-expendable personal property with a useful life of two years or more and an acquisition cost above a predetermined threshold. NOAA capitalizes its non-expendable personal property with an original acquisition value of \$200,000 or more. Capitalization is a financial term, which means that the acquisition cost of the asset is recorded in the general ledger of DOC's financial management accounts and its cost is expensed over the asset's useful life in the form of depreciation.

### **2.6. Sensitive property**

Non-expendable personal property that can easily be converted to private use and has a high potential for theft. This type of personal property is recorded and controlled as

accountable personal property regardless of its cost. Examples of sensitive property include, but are not limited to:

- Firearms
- Monitors
- Desktop computers
- Desktop scanners
- All external printers other than label printers
- Digital cameras
- Televisions
- Video cameras
- Fax machines
- Global Positioning System (GPS) devices
- Photocopy machines

### **2.7. Non-accountable property**

Personal property with a normal life expectancy that exceeds one year and an acquisition cost less than \$5,000, and that has a continuous use as a self-contained unit, does not lose its identity or is destroyed when put into use, and does not become a non-severable component of other property.

### **2.8. Expendable property**

Personal property with a normal life expectancy of less than one year that costs less than \$5,000 and is not considered sensitive property.

### **2.9. Scrap**

Property that has no value except for its basic material content.

## **3. Systems**

### **3.1. Sunflower**

Sunflower Assets System is the electronic system approved by DOC for use by NOAA and a number of other bureaus to manage personal property. Users are able to account for and manage their assets from the time of acquisition through disposal and to satisfy federal reporting requirements. A complete history is maintained as records are easily updated to reflect any changes (location, user, value, etc.) and documents are attached to the permanent record. Users may also generate reports to view assets. Once assets are disposed and a final event is created, a history of the assets remains in the system for reporting purposes in the future.

### **3.2. Agency Asset Management System (AAMS)**

A module of GSAXcess®, GSA's electronic screening system. Customized for DOC use, it provides internal agency screening and redistribution of personal property to authorized DOC users before screening to other federally approved entities.

### **3.3. GSAXcess®**

A web-enabled platform that eligible customers utilize to access all customer functions: reporting, searching, and selecting property. It provides agencies a means of electronically reporting excess personal property to GSA and screening available excess before purchasing new property. Agencies may search GSA's worldwide inventory through a process known as screening and may request property for transfer by selecting specific items. It allows for submitting pictures and generates electronic transfer documents and e-mail notifications when users request property.

## Summary of Roles and Responsibilities for Disposal

### 1. GSA

- Retains government-wide authority for disposal.
- Manages the interagency transfer, donation, and sales of excess but serviceable property.
- Maintains GSAXcess®

### 2. DOC

- Through the Departmental Property Management Officer, establishes department-wide policies, regulations, and procedures.

### 3. NOAA Chief Administrative Officer

- NOAA Senior Executive responsible for providing policy direction for all administrative functions including personal property management.
- Appoints PMO.

### 4. PMO

- Provides direction, leadership, and general supervision of the implementation, maintenance and oversight of the NOAA personal property management program.
- Establishes and maintains NOAA-level procedures to satisfy the requirements of the DOC Personal Property Management Manual.
- Ensures that lost, stolen, destroyed, damaged, or rendered unserviceable personal property is investigated in accordance with the Personal Property Management Handbook.
- Convenes Property Boards of Review.
- Authorizes requests for cannibalization for property.
- Approves property loans.
- Appoints National Utilization Officer

### 5. National Utilization Officer

- Authorizes employees who may screen and claim property advertised in GSAXcess®, the federal disposal and screening system.

### 6. PM

- Coordinates training and communications with PAOs, PCs and other employees in their L/S/CO with regard to the disposal of excess property.
- Identifies requirements and procedures to be followed in screening property within their L/S/CO before it is declared excess and screened throughout all of NOAA.

**7. PPMB LOR**

- Provides policy and procedural guidance on disposal of personal property for NOAA offices.
- Approves abandonment or destruction requests for accountable property.

**8. PAO**

- Ensures effective administration and maintenance of Sunflower, the property accountability and control system, within the accountable area for which they have been designated.
- Ensures that property is fully utilized, safeguarded from misuse or theft, and that excess personal property is promptly reported for reutilization, redistribution, or disposal.
- Approves all Trade-Ins and Exchange/Sales.
- Approves scrapping/recycling for non-accountable property.
- Approves abandonment or destruction of non-accountable property.
- Coordinates actions required by Property Boards of Review.
- Reviews all actions initiated by PCs in their assigned area regarding disposal actions and the “Retirement of Assets” within Sunflower.

**9. PC**

- Identifying and reporting to the PAO any property no longer needed or unserviceable and recommending disposal actions.
- Promptly submitting Excess Receipt requests and CD-52s, for lost, missing, stolen, destroyed, damaged, rendered unserviceable or requested to be cannibalized.
- Initiates the “Request for Retirement of an Asset” within Sunflower and identifies final event type.
- Responsible for ensuring proper sanitizing of data on hard drives prior to disposal.

**10. Warehouses**

- Physically accepts transfer of excess PDAs and cell phones in the Washington, DC National Capital Area and physically destroys them.
- Assumes responsibility at the Brandywine Warehouse for disposal of property in the Washington, DC National Capital Area or at any warehouse when approved in advance based on program benefits or significant cost savings to NOAA.

**11. Employees/Hand Receipt Holders**

- Responsible for the care and protection of assigned Government property.
- Required to report to their PC or PAO any instance of loss, theft or damage and excess and unserviceable property.

**12. Contracting Officers**

- Enforces contractor property management in accordance with the FAR and applicable provisions of the Federal Management Regulation, Federal Property Management Regulations, and NOAA requirements and guidance.

# Disposal & Sanitization of Personal Digital Assistants (PDA) & Cell Phones

## POLICY

All PDA's and Cell Phones designated to be in the D.C Metro Area will continue to use the NOAA Warehouse to Process Excess disposal of equipment. PDA's and Cell Phones in other regions outside of this threshold will be destroyed in accordance with the recommendations of NIST Special Publication 800-88 prior to re-use or disposal of the PDA or Cell Phone. Internal storage cards, SIM cards (if applicable), holding PII will be destroyed. The battery will be collected and sent to a local recycler. The barcode number will be removed before destruction of the PDA or Cell Phone. The Property Custodian must destroy the PDA or Cell Phone with a supervisor as a witness to the act. The Property Custodian and Property Accountability Officer will sign off on the Personal Digital Assistant and Cell Phone Destruction Form and attach this document with the barcode attached as the final event documentation to the CD-52/Final Event Request.

## GENERAL REQUIREMENTS

**Transfer within NOAA** – If a PDA or Cell Phone is transferred outside of the Line Office or immediate program area, the device must be cleared / purged prior to the transfer. A technical contact (Help Desk, Sys Admin, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian or Property Contact. Within a Line Office or immediate program area, the transferor's supervisor may authorize transfer without clearing.

**Transfer outside of NOAA** – If the PDA or Cell Phone is to be transferred outside of NOAA (including disposal), the device must be cleared / purged and then subjected to physical destruction prior to transfer outside of NOAA. A technical contact (Help Desk, Sys Admin, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian or Property Contact.

## RESPONSIBILITIES

The following persons and organizations have responsibilities for implementation of the policy:

Assigned Users, or COTRs of assigned users who are contract personnel, shall be responsible for clearing / purging of all user information from the PDA or Cell Phone when the device is no longer in use.

LAN Help Desks shall maintain sufficient expertise on PDAs and Cell Phones to provide support to Assigned Users in the clear / purge process.

Property Custodians / Contacts shall seek appropriate assurance from the assigned user that the PDA or Cell Phone has been cleared / purged prior to transfer to another assigned user or to the excess process.

OCAO Excess Property Office will be responsible for the physical destruction of PDAs and Cell Phones

## Certification of PDA and Cell Phone Destruction Form

I, \_\_\_\_\_, as the Property Custodian of Custodial Area \_\_\_\_\_ certify to the Personal Property Management Branch that Personal Digital Assistant (PDA)/Cell Phone barcoded \_\_\_\_\_ has been destroyed on \_\_\_/\_\_\_/\_\_\_ is completely destroyed along with all SIM cards and PII, and the battery will be sent to the local recycle company

\_\_\_\_\_  
Property Custodian Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, as the Property Accountability Officer of Custodial Area \_\_\_\_\_ certify to the Personal Property Management Branch that Personal Digital Assistant (PDA)/Cell Phone barcoded \_\_\_\_\_ has been destroyed on \_\_\_/\_\_\_/\_\_\_ is completely destroyed along with all SIM cards and PII, and the battery will be sent to the local recycle company

\_\_\_\_\_  
Property Accountability Officer Signature

\_\_\_\_\_  
Date

PDA's and Cell Phones will be destroyed in accordance with the recommendations of NIST Special Publication 800-88 prior to re-use or disposal of the PDA. Internal storage cards, SIM cards (if applicable) holding PII will be destroyed. The battery will be collected and sent to a local recycler. The barcode number will be removed before destruction of the PDA or Cell Phone. The Property Custodian must destroy the PDA or Cell Phone with the PAO as the witness. The Property Custodian and Property Accountability Officer will sign off on the Personal Digital Assistant and Cell Phone Destruction Form and attach this document with the barcode attached as the final event documentation to the CD-52/Final Event Request.

# NOAA Computer/Hard Drive Sanitization Validation Form

To be submitted as part of a the final event documentation to PPMB

**Organization:** \_\_\_\_\_

**Item Description:** \_\_\_\_\_

**Make/Model:** \_\_\_\_\_

**Serial Number(s)/Property Number(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Backup Made of Information:**  Yes  
 No

**If Yes, Backup Location:** \_\_\_\_\_

**Item Disposition:**  Clear  
 Purge  
 Destroy

**Date Conducted:** \_\_\_\_\_

**Conducted By:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Validated By:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Sanitization Method Used:** \_\_\_\_\_

**Final Disposition of Media:**  Disposed  
 Reused Internally  
 Reused Externally  
 Returned to Manufacturer  
 Other: \_\_\_\_\_

_____ IT Security Officer	_____ Signature	_____ Date
_____ Property Custodian	_____ Signature	_____ Date
_____ Property Accountability Officer	_____ Signature	_____ Date