Donation of Computers for Learning, Stevenson-Wydler or Transfer to another Agency

Background: E.O. 12999 is the Executive Order used for Computers for Learning. The Stevenson-Wydler Technology Innovation Act of 1980 is used for transfers to Universities, Community Colleges and Technical Schools. A direct transfer to other Federal Agencies is used if transferred without submitting an Excess Receival Request.

Federal Agencies can direct transfer to schools as long as they meet the requirements stated in the NNDP 8.7.3.5 Computers for Learning. The school must provide a letter requesting the assets. This must be on the school or districts letterhead, explaining what they want, how many, and what the assets will be used for. This letter needs to be signed by someone other than a teacher i.e. principle, vice principal, dean of students or head librarian.

References: NOAA National Disposal Plan (NNDP)
http://www.pps.noaa.gov/excess_disposal_board_of_review/NNPD.docx

Federal Management Regulations (41 CFR 101–43.309)

Exhibits: SF-122 Screenshots
Sunflower Screenshots
Frequency: As Required
Donation Condition Code 4: Useable

PC should notify PPMB LOR of their intent to transfer NOAA owned property by email and attach the Letter from School or University.

PPMB will review and verify then notify PC if qualified before starting the donation process.

If School is qualified PC will submit SF-122 with signatures by the PC, PAO and person named in Block 4 from School, NF 37-45 and the Letter to PPMB for final review, approval and assign a report number.

PC will receive then print the approved SF-122, remove all identifying NOAA marks off property and attach to sheet of paper. PC contacts the School to set up time for pick up. Person designated to pick up property listed in Block 8 must sign and date.

Client then submits Request Retirement of an Asset and attaches all supporting documents.

Standard Sunflower Steps Required for Donations

1. Complete User Define Fields
2. Correct Model Numbers with Tilde ~ Marks
3. Complete NF 37-45 when donating/transferring property with Hard Drive
4. Complete SF-122
5. Request Retirement of Asset and attach Supporting Documents

Event Types

Donated - Computers for Learning
Donated - Stevenson-Wydler Innovation Act
Transferred to another Government Agency – Direct Transfer

Supporting Documentation

1. Letter from School/University/Transfer to Another Agency
2. SF-122
3. NF 37-45 when donating/transferring property with Hard Drive

Important Notes

1. A separate transfer order is required for each property location (different states or custodial number)
2. The transfer order will be prepared by the losing agency (PC)
3. Donation to school or university requires: Letter from school or university on their letterhead
4. SF122 is used when Accountable and Non Accountable items are transferred to another Agency

REQUIRED STATEMENT AT BOTTOM OF FORM

Statement for Computers for Learning: EO 12999 Computers for Learning
Statement for Scientific: Stevenson-Wydler Technology Innovation Act – 1980 Transfer federally owned or originated (non-classified) technology for research & development (15 U.S.C. 3701.(i)
Statement for Transferring to another Government Agency: Must include a strong justification statement regarding the need of the transfer

a. The PC signs next to their name in Block 5, and the PAO signs in Block 7.
b. Gaining school or university completes and signs in Block 9 (a) (b) (c).
c. PPMB will review and approve the form AFTER the PC, PAO and the school signs.
d. Make sure <u>monitor cost has been changed</u> in Sunflower as well as added to the SF 122

Completing the SF 122

1. Block 1 – PPMB fills in report number (final approval)
2. Block 2 – NOAA PC enters date
3. Block 3 – Enter the complete address of the GSA regional office where the PC is located. http://gsaxcess.gov/ then click on Contact Links, Area Property Officers
4. Block 4 – Enter gaining school's name, name of principle or person of authority accepting property and phone number
5. Block 5 – Enter NOAA/LO, address, PCs custodial number, name, phone number, AAC and signature.
6. Block 6 – Enter shipping address, name, and phone number of person picking up assets
7. Block 7 – Enter location of property (building number, city and state) and PAO name and signature
8. Block 8 – Enter shipping instructions (schools incur all cost) if they are picking up enter "Will Pick Up". Enter name of person designated to pick up property.
9. 9a – Signature of person of authority must match block 4
   9b - Date signed
   9c – Date signed Title of person signing (print)
10. Block 10 – Signature and date of person picking up assets (must match block 6)
11. Block 11 – N/A
12. Block 12 – N/A
13. 13(a) Barcode number
    13(b) Item number
    13(c) Description – all information can be found in the Maintain Asset Screen
    13(d) Unit – should be each
    13(e) Quantity – must be 1
    13 (f) Aquisiton Cost – must match Sunflower
    13(g) Total – will fill in automatically
    Total of Property Ordered – will total automatically

SF 122 FOR CFL SAMPLE

STANDARD FORM 122
SEPTEMBER 2014
GENERAL SERVICES ADMINISTRATION
FMR (41 CFR) 102-36.125;
FMR (41 CFR) 102-36.145;
FMR (41 CFR) 102-36.160

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

PPMB Enters

PC Enters

1. ORDER NO. →

2. DATE →

3. TO: General Services Administration*
Enter LOCAL GSA Property Contact and Address (REQUIRED)

(See Instructions for GSA's Address Website)

4. ORDERING AGENCY *(Full name and address)* *
School Name and Address
Name of Principal or Person of Authority accepting property and Phone Number

5. HOLDING AGENCY *(Name and address)* *
Agency Name and Address
Property Custodian Name, Phone Number, Custodial Number, AAC Number and PC's Signature

6. SHIP TO *(Consignee and destination)* *
Full Address (Or enter SAME AS BLOCK 4 if applicable)
Name of Person receiving property (If different than in Block 4)

7. LOCATION OF PROPERTY
Full Address (Enter SAME AS BLOCK 5 if applicable)

PAO Name, Custodial Number and PAO Signature

8. SHIPPING INSTRUCTIONS
N/A or Enter shipping instructions, additional information if needed. (gaining agency incurs all cost), Name of person picking up property (if other than person listed in Block 4)

9. ORDERING AGENCY APPROVAL

a. SIGNATURE

b. DATE

10. APPROPRIATION SYMBOL AND TITLE
Signature and Date of person picking up assets

c. TITLE
Print Title of Person noted in Block 4

11. ALLOTMENT
N/A

12. GOVERNMENT B/L NO.
N/A

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION *(Include noun name, FSC Group and Class, and Condition Code. If available, Include the National Stock Number. The Depreciated Value may also be indicated.)* (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)
cd0001727150	001	LAPTOP, FSC: 7010, COND CODE: 4, MFG: DELL MDL: LATITTUDE E6420, SN: BLZYWR1, ACQ: 01/23/2011	EA	1	$1,573.38	$1,573.38
----------	-------	----------LAST ITEM----------	------	-------		$0.00
		EO 12999 COMPUTERS FOR LEARNING				
		Total of Property Ordered				$1,573.38

14. GSA APPROVAL

a. SIGNATURE
----------N/A----------

b. TITLE

c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

PPMB will stamp, sign & date before PC submits for Final Event

**Include ZIP Code*

COMPUTERS FOR LEARNING SAMPLE LETTER

SCHOOL DISTRICT OF
FORT • ATKINSON

School District of Fort Atkinson

John Ottow
Director of Computer Technology
201 Park Street
Fort Atkinson, WI 53538
(920)563-7813 fax: (920)563-7809
jjo@mail.fortschools.org

October 23, 2014

Timothy Enright
National Weather Service
WFO Milwaukee/Sullivan

APPROVED by
PROPERTY MANAGEMENT SECTION
DATE: 01/09/2015 Michelle Ross.
54022E188-5009-0700
A-E

Dear Tim,

We appreciate you thinking of the School District of Fort Atkinson with your surplus computer equipment. As you know by your recent visit, more modern monitors would be a nice addition to our computer labs. We would most appreciate the following computer equipment: 1 projector, 1 television to be used as a monitor and 22, 19" inch flat panel monitors that your office has available.

It is our intent to use the donated monitors to replace existing 17" CRT monitors and other computer display needs at Luther Elementary School, 205 Park St. Fort Atkinson.

I have registered with http://www.computersforlearning.gov ; our CLC registration number is CLJ286j.

Thank you,

SF122 FOR STEVENSON-WYDLER INNOVATION ACT 1980 SAMPLE

STANDARD FORM 122
SEPTEMBER 2014
GENERAL SERVICES ADMINISTRATION
FMR (41 CFR) 102-36.125;
FMR (41 CFR) 102-36.145;
FMR (41 CFR) 102-36.160

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

PPMB Enters

PC Enters

1. ORDER NO. →

2. DATE →

3. TO: General Services Administration*
Enter LOCAL GSA Property Contact and Address
(REQUIRED)
(See instructions for GSA's address website)

4. ORDERING AGENCY *(Full name and address)* *
University Name and Address
Name of Dean or Person of Authority accepting property and Phone Number

5. HOLDING AGENCY *(Name and address)* *
Agency Name and Address
Property Custodian Name, Phone#, Custodial# , AAC# and Signature

6. SHIP TO *(Consignee and destination)* *
Full Address (or ENTER Same as Block 4 if applicable)
Contact Name, Phone Number

7. LOCATION OF PROPERTY
Address, Contact Name, Phone#
(or ENTER Same as Block 5 if applicable)
PAO Name and Signature

8. SHIPPING INSTRUCTIONS
Enter shipping instructions (gaining agency incurs all cost), Name of person picking up property (if other than person listed in Block 4), additional information if needed or N/A

9. ORDERING AGENCY APPROVAL
a. SIGNATURE
b. DATE

10. APPROPRIATION SYMBOL AND TITLE
Signature and date of person picking up assets

c. TITLE
Print title of person picking up/accepting property

11. ALLOTMENT
N/A

12. GOVERNMENT B/L NO.
N/A

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION *(Include noun name, FSC Group and Class, and Condition Code. If available, Include the National Stock Number. The Depreciated Value may also be indicated.)* (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)
cd0001702415	001	FLUOROMETER, FSC: 6635, COND. CODE: 4, MFG: TURNER DESIGNS, INC, MDL: FM109535, SN: 1095070871121, ACQ: 07/13/2007	EA	1	$6,121.72	$6,121.72
----------	-------	----------LAST ITEM----------	-----	--------		$0.00
		STATEMENT FOR SCIENTIFIC: STEVENSON-WYDLER TECHNOLOGY INNOVATION ACT - 1980 TRANSFER FEDERALLY OWNED OR ORIGINATED (non-classified) TECHNOLOGY FOR RESEARCH & DEVELOPMENT (15 U.S.C. 3701. (i)				
		Total of Property Ordered				$6,121.72

14. GSA APPROVAL
a. SIGNATURE ----------N/A----------
b. TITLE
c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

PPMB will stamp, sign & date before PC submits for Final Event

*Include ZIP Code

STEVENSON-WYDLER INNOVATION ACT 1980 SAMPLE LETTER

EASTERN
MICHIGAN UNIVERSITY

Gavin D. Edwards PhD
Associate Professor
Department of Chemistry
Eastern Michigan University
Ypsilanti, MI, 48197
Ph: (734) 487-0297
Fax: (734) 487-1496

April 29th, 2014.

I am writing to thank NOAA GLERL for the generous offer of the HP 5890 gas chromatograph and the two HP controlling units associated with it. I have several research students in my group who are using such instruments for fundamental research in the field of atmospheric chemistry. As with most projects, often the availability of instruments to analyze samples is the rate limiting step in a student's progress. If our group was to receive this instrumentation we anticipate it could be used to assist in these research projects.

Thank you for such a generous gift.

135431-4160-0759

APPROVED by
PROPERTY MANAGEMENT SECTION
DATE: 6-9-14

Gavin D. Edwards

SF-122 TRANSFER TO ANOTHER GOVERNMENT AGENCY SAMPLE

STANDARD FORM 122
JUNE 1974
GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-32.306
FPMR (41 CFR) 101-43.315

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

PPMB Enters → 1. ORDER NO.

PC Enters → 2. DATE

3. TO: General Services Administration*
Enter LOCAL GSA Property contact and Address
(REQUIRED)
(See instructions for GSA's address website

4. ORDERING AGENCY *(Full name and address)**
Agency Name and Address
Name of Property Custodian or Person of Authority accepting property and

5. HOLDING AGENCY *(Name and address)**
Agency Name and Address
Property Custodian Name, Phone#, Custodial# , AAC# and

6. SHIP TO *(Consignee and destination)**
Full Address (or ENTER Same as Block 4 if applicable)
Contact Name, Phone Number

7. LOCATION OF PROPERTY
Address, Contact Name, Phone#
(or ENTER Same as Block 5 if applicable)
PAO Name and Signature

8. SHIPPING INSTRUCTIONS
N/A or Enter shipping instructions, additional information if needed. (gaining agency incurs all cost), Name of person picking up property (if other than person listed in Block 4)

9. ORDERING AGENCY APPROVAL
a. SIGNATURE
b. DATE

10. APPROPRIATION SYMBOL AND TITLE
Signature and Date of person picking up assets

c. TITLE
Print Title of person listed in Block 4

11. ALLOTMENT
N/A

12. GOVERNMENT B/L NO.
N/A

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION *(Include noun name FSC Group and Class, Condition code and, if available, National Stock Number)* (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)
CD0000318505	1	BUOY, NO MFG, NO MDL, 6 METER LONG, FSC: 2050,	EA	1	94,000.00	94,000.00
		S/N: 000006N27, COND: 7, ACQ: 10/01/1984				0.00
----------	-----	----------LAST ITEM----------	-----	------		0.00
		NDBC NO LONGER OPERATES AND IS PHASING OUT				0.00
		OF SERVICE ALL 6 METER LONG BUOYS. NOT				0.00
		COST EFFECTIVE TO RETURN BUOY TO NDBC, MS.				0.00
		USGC HONOLULU HAS AGREED TO ACCEPT AND				0.00
		PROPERLY DISPOSE OF THE BUOY.				0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
		JUSTIFICATION HERE:				0.00
		Total of Property Ordered				$94,000.00

14. GSA APPROVAL
a. SIGNATURE
----------N/A----------
b. TITLE
c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

PPMB will stamp, sign & date before PC submits for Final Event

**Include ZIP Code*

SAMPLE LETTER FROM ANOTHER GOVERNMENT AGENCY

VIMS | WILLIAM & MARY
VIRGINIA INSTITUTE OF MARINE SCIENCE

Office of the Dean and Director

July 29, 2014

5430DN0104254-6593
APPROVED by
PROPERTY MANAGEMENT SECTION
DATE: 09/11/2014 Michelle Ross.

Bill Bradley
Property Custodian, NOAA Chesapeake Bay Office
410 Severn Ave, Suite 207
Annapolis, MD 21403

Re: Request for Mutually Beneficial Asset Transfer of a Zodiac Hurricane 630 OB and Load Rite Trailer

Dear Mr. Bradley:

This correspondence represents a formal request by the Virginia Institute of Marine Science (VIMS)/College of William and Mary for the transfer of a Zodiac Hurricane 630 OB and Load Rite trailer from the National Oceanic and Atmospheric Administration (NOAA) to VIMS.

The Chesapeake Bay National Estuarine Research Reserve (CBNERR or Reserve) is a state-federal partnership where the Virginia Institute of Marine Science (VIMS)/College of William and Mary and the National Oceanic and Atmospheric Administration (NOAA) are the state and federal partner, respectively. All CBNERR associated faculty and staff are College employees. Due to the Reserve's capabilities and location, we have entered into an agreement with NOAA's Chesapeake Bay Office (NCBO) to help maintain NOAA's Virginia based Chesapeake Bay Interpretative Buoy System (CBIBS). Several of the buoys are located in more open water and require a stable vessel that has soft gunnels so that both vessel and buoy will not be damaged during water quality monitoring instrument retrieval, deployment or general buoy maintenance.

The transfer of ownership is required due to liability issues at both State and Federal levels. In short, state employees cannot operate or trailer federal property. Both the vessel and trailer have been inspected by VIMS Vessel Operations and deemed in sound condition. As per my discussions with NOAA, the vessel is to be used exclusively by CBNERR's in support of CBNERR-NOAA partnership efforts.

Thank you for your time and effort regarding this matter and we look forward to continued collaborations between VIMS and NOAA.

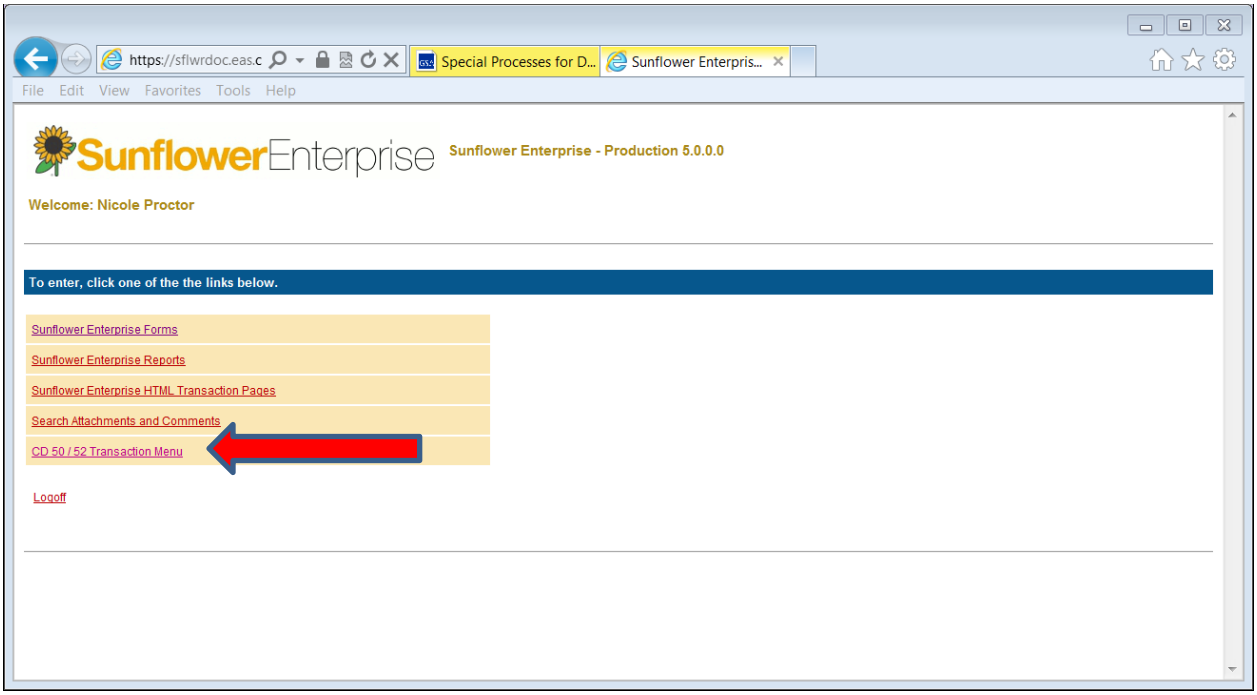
Sincerely,

John T. Wells
Dean and Director

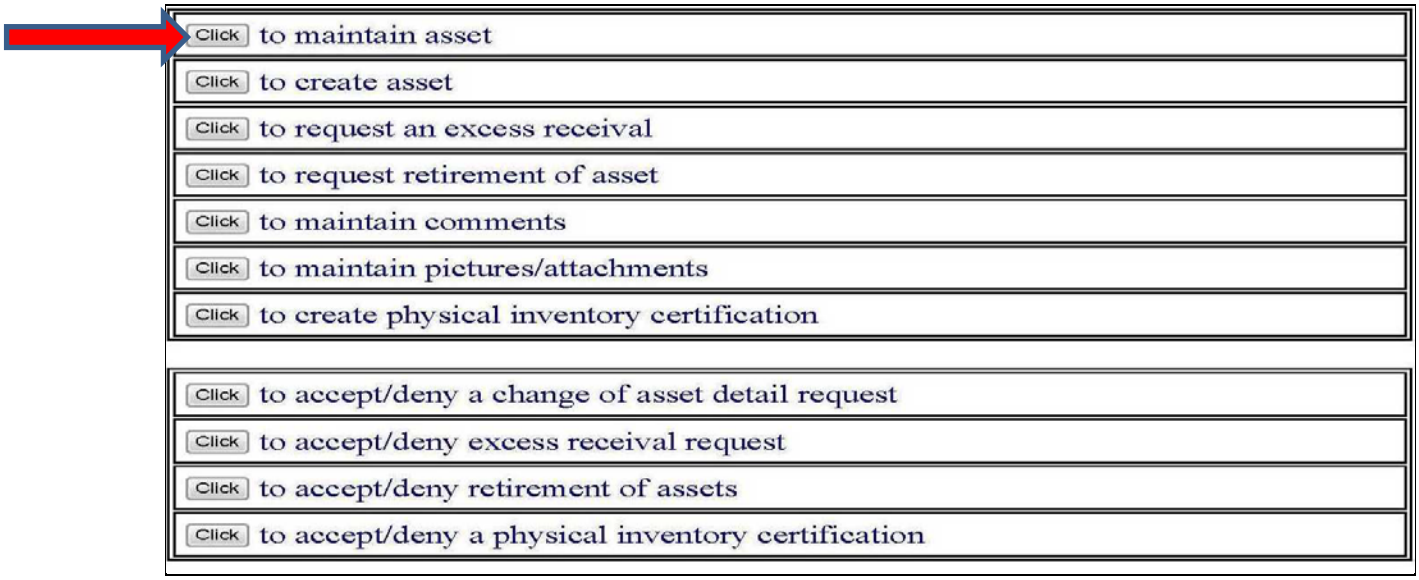
PO Box 1346 • 1375 Greate Road • Gloucester Point, Virginia 23062-1346 USA
804.684.7103 • FAX 804.684.7009 • www.vims.edu

How to update User Defined Fields

1. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.

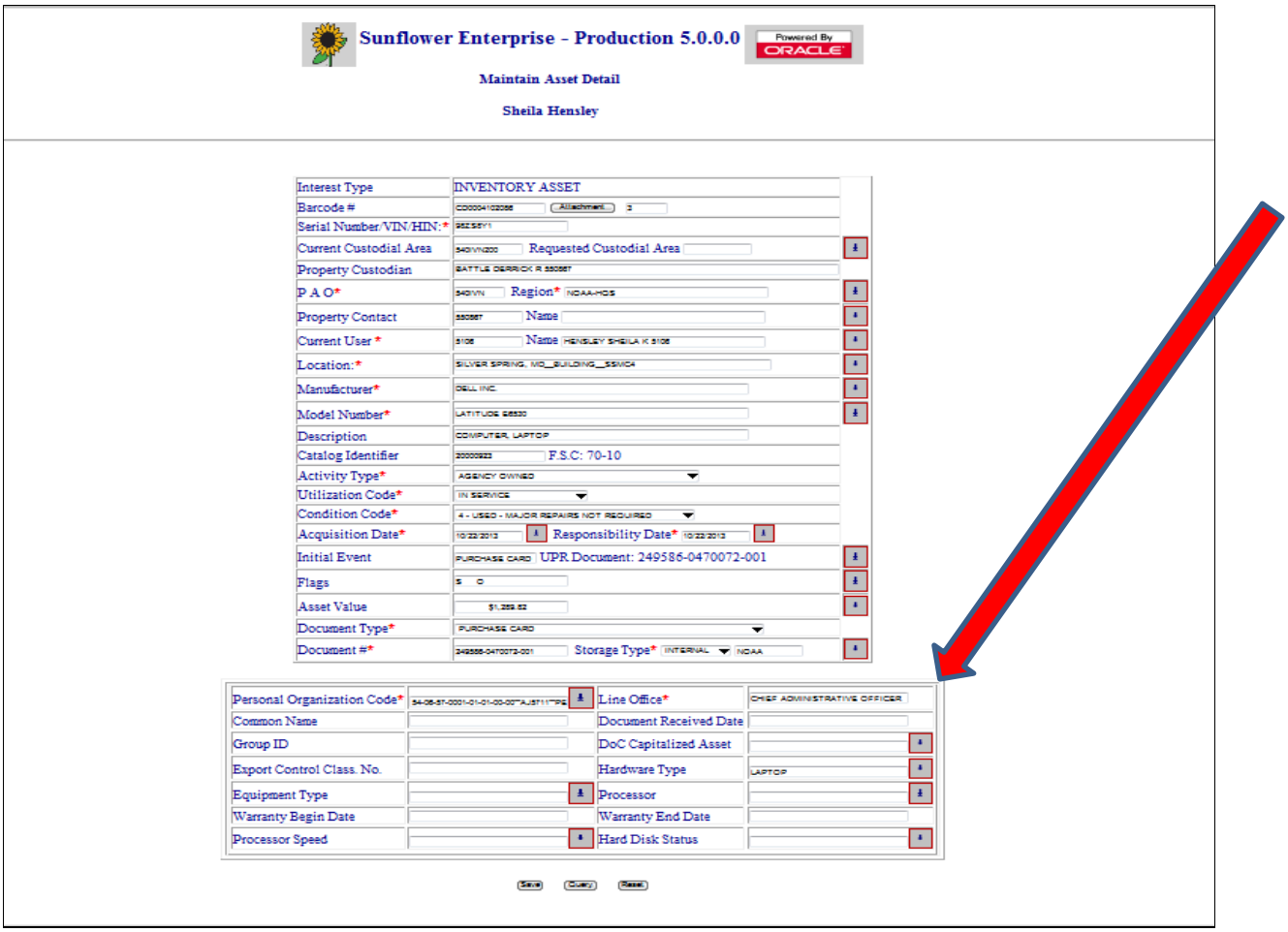


2. Select **Click** to maintain asset.

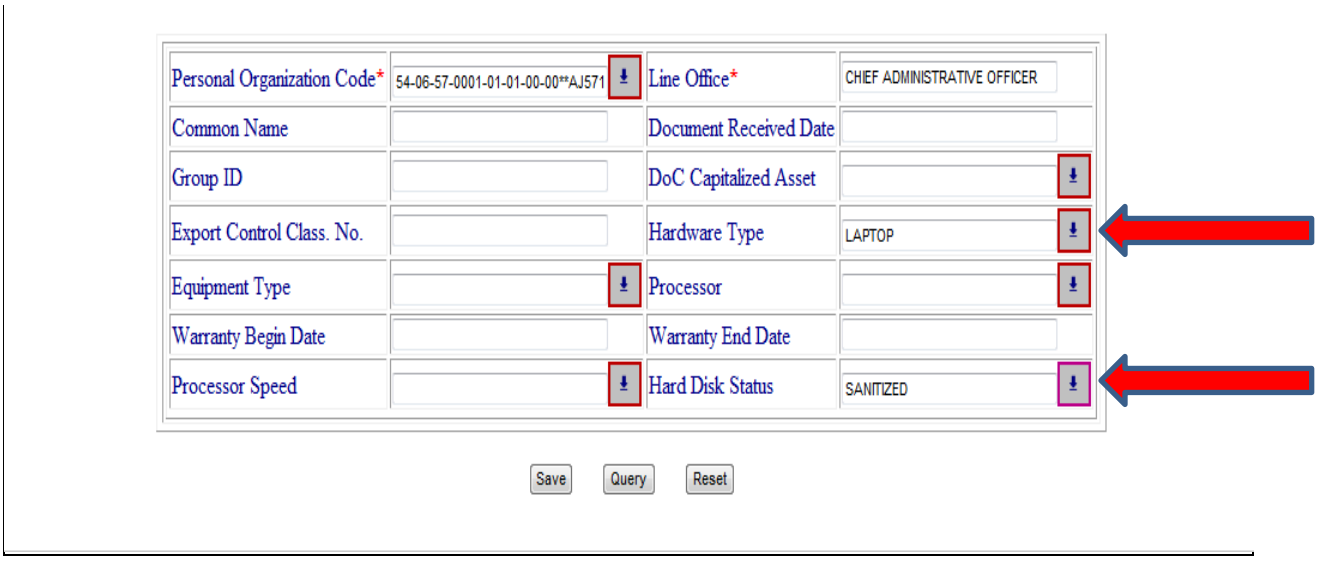


3. Enter the bar code then click the **Query** button.

4. Scroll down to the bottom half of screen.



5. Enter the necessary information in the appropriate fields. Click the **Save** button.



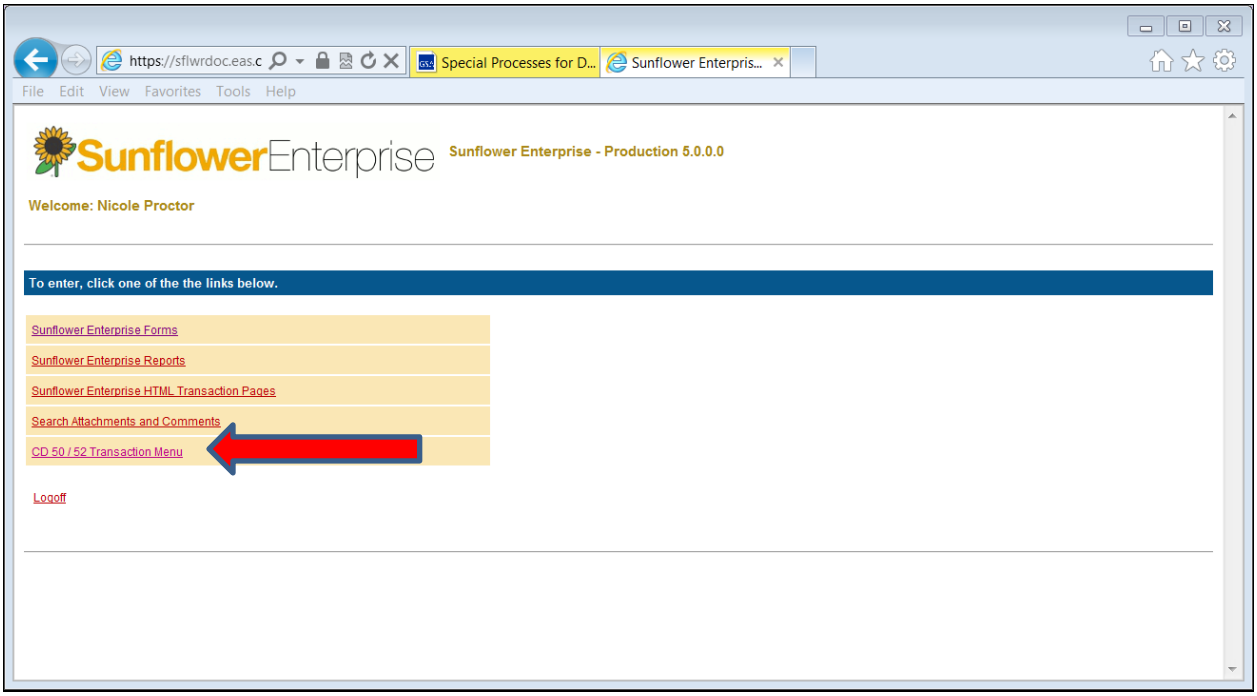
How to correct model numbers

Model Number with a Tilde mark " ~ " will need to be corrected before you begin your Request Retirement.

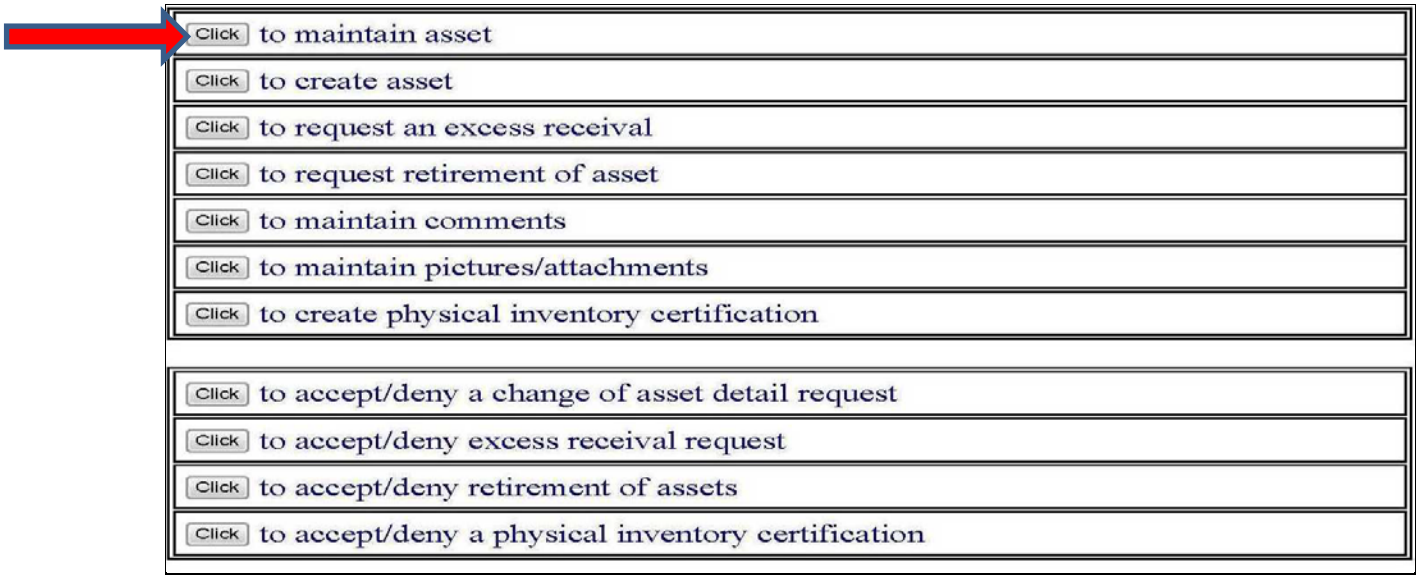
Catalog Request may be necessary if current model number is not in Sunflower.

If you have a computer or laptop that does not have a User Defined Field, verify that the model number is correct even if it doesn't have a Tilda mark.

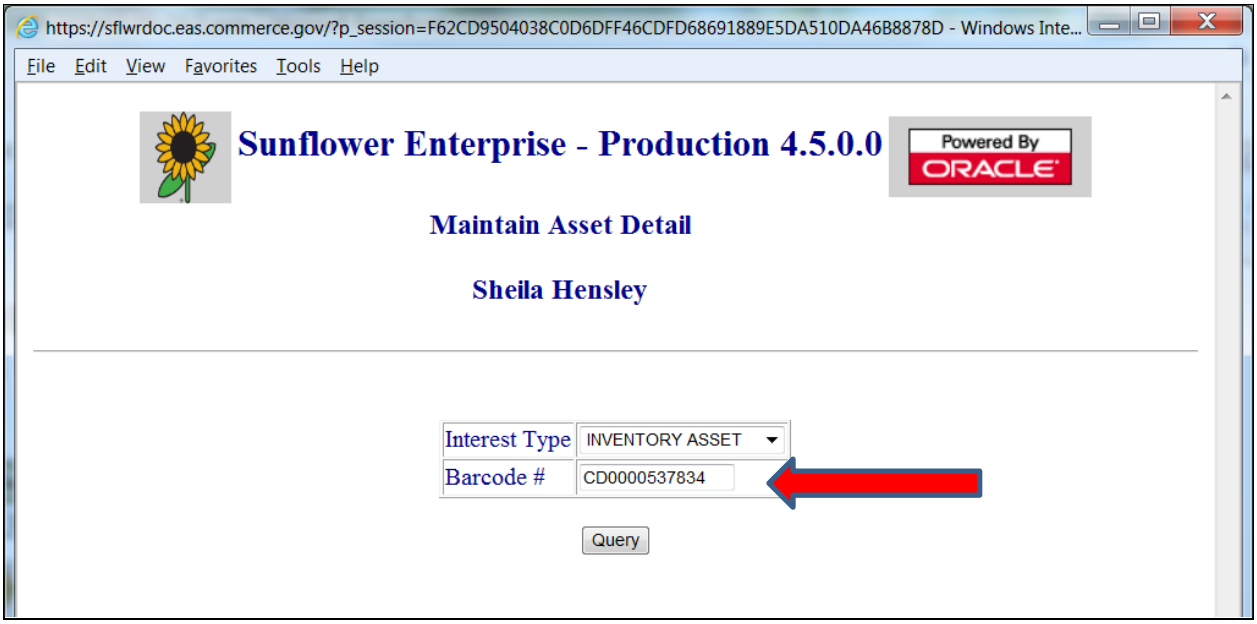
1. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.



2. Select **Click** to maintain asset

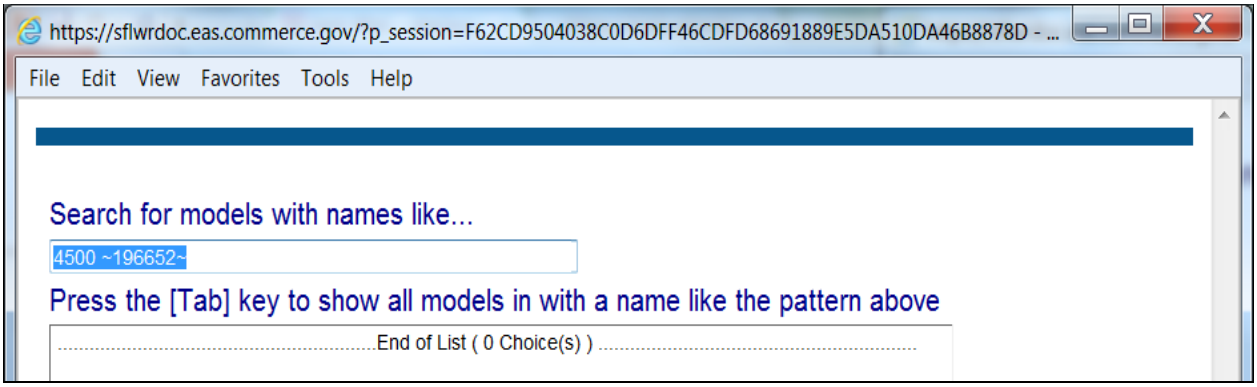


3. Enter the bar code then click the **Query** button.

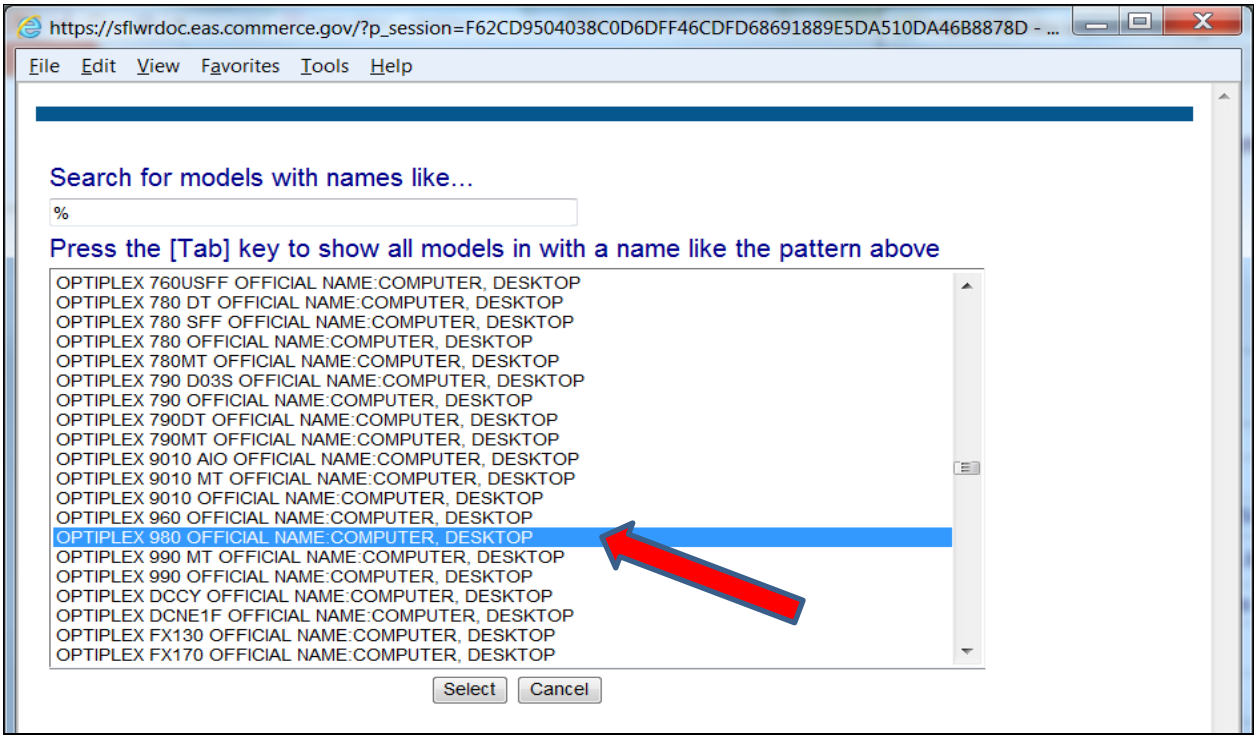


4. Model Number with " ~" (Tilda mark)

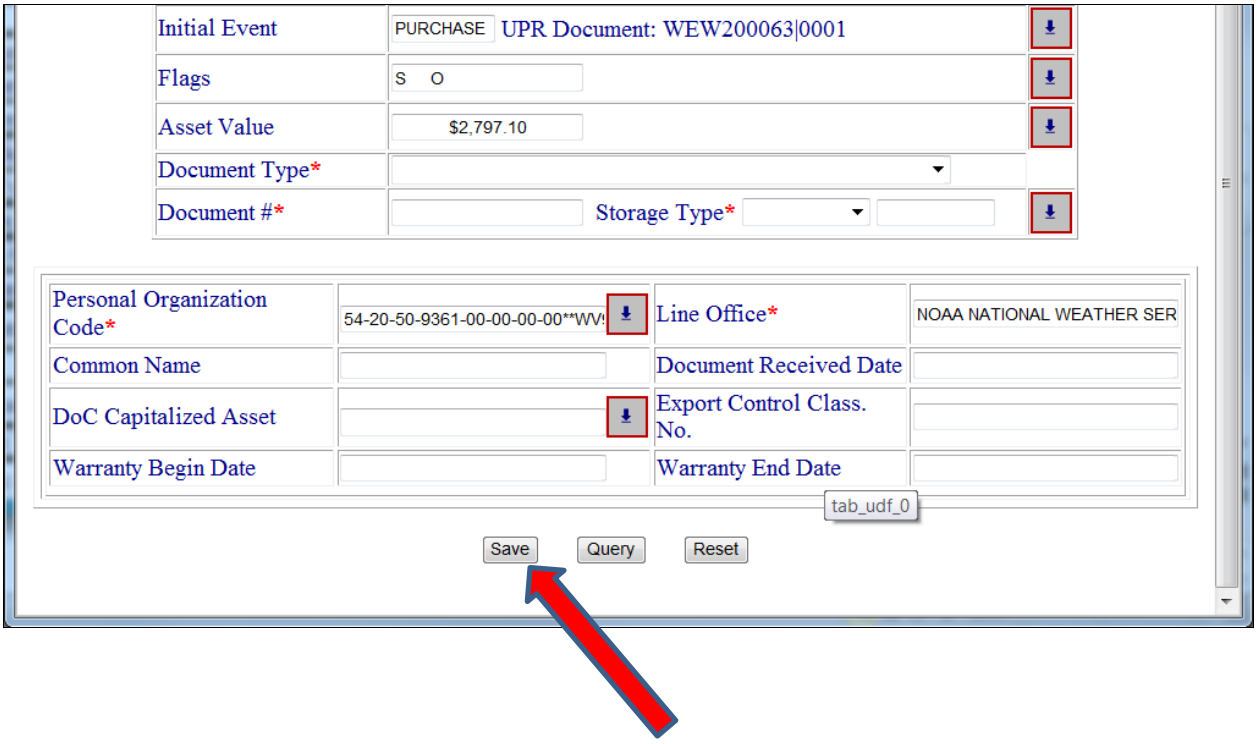
5. Delete the highlighted model number and enter % then tab.



6. Highlight the correct model number correct model number from the list below.

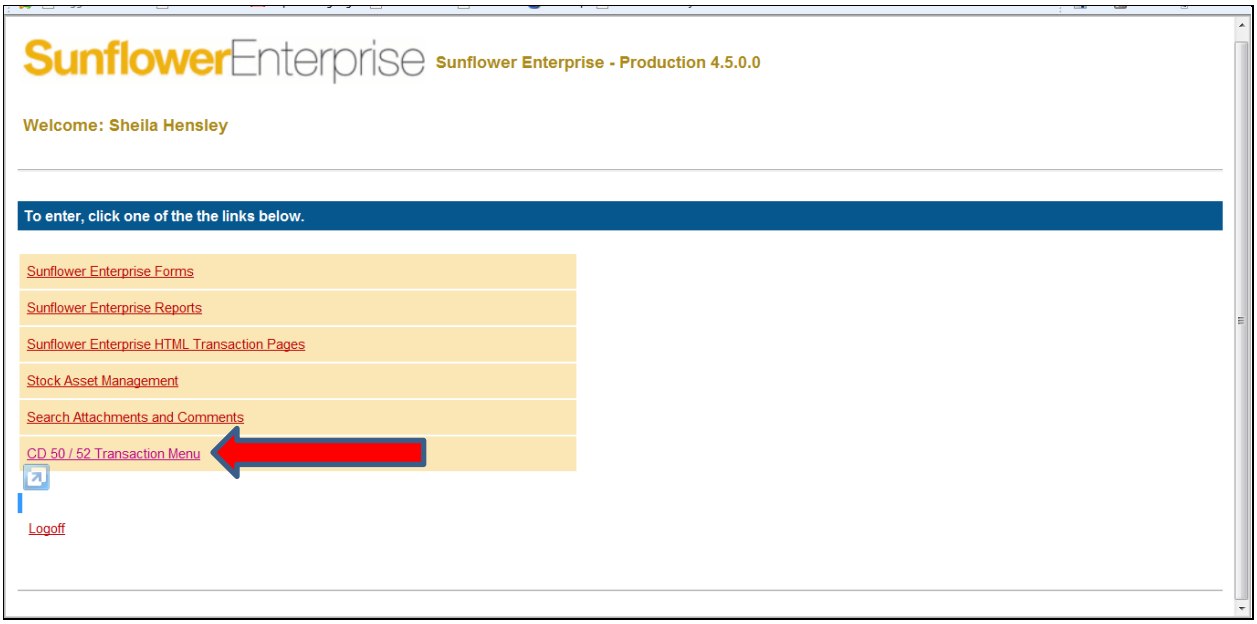


7. Highlight the correct model number then click on select. Click the **Save** button.

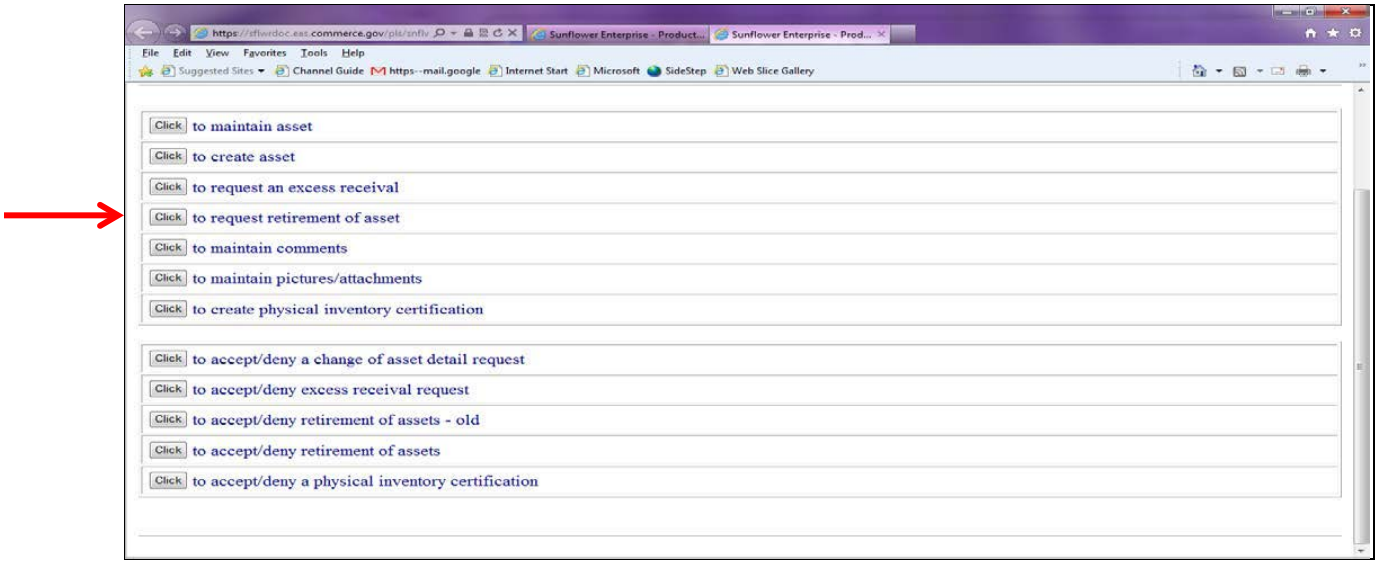


How to Request Retirement of an Asset

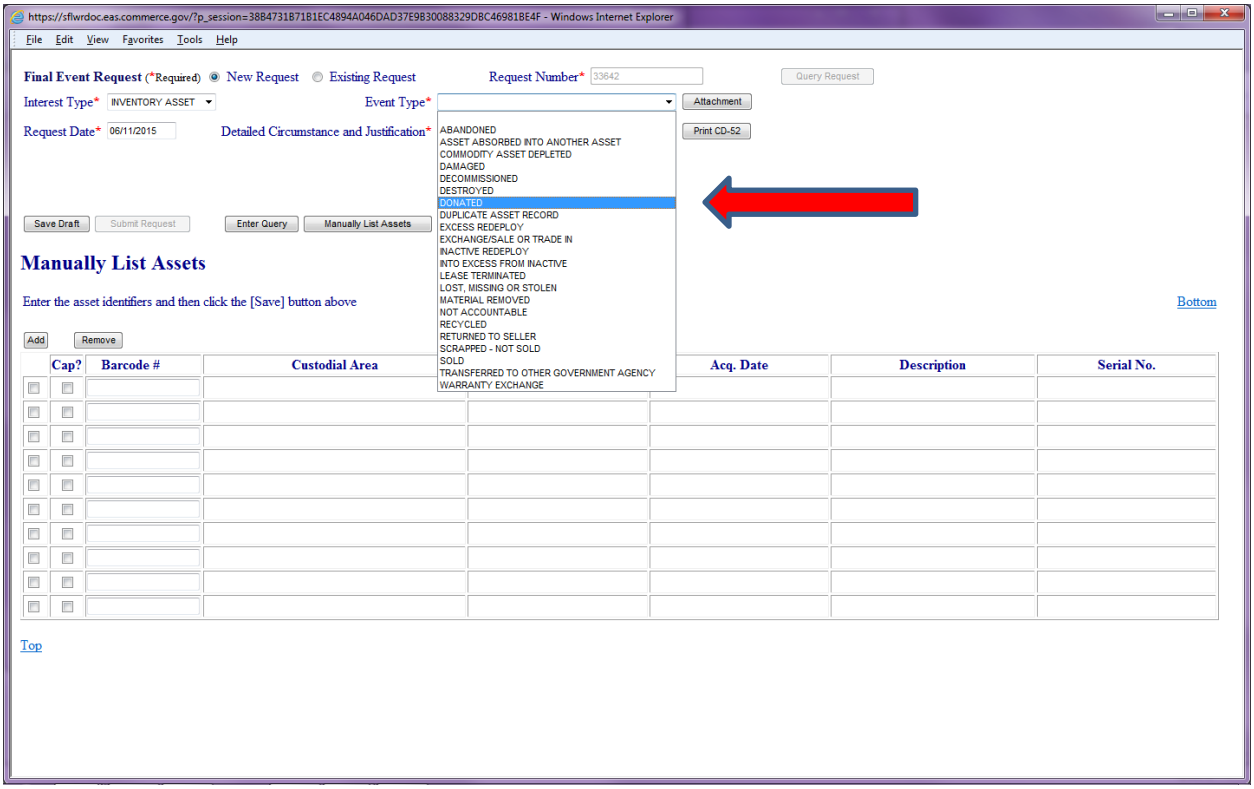
1. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.



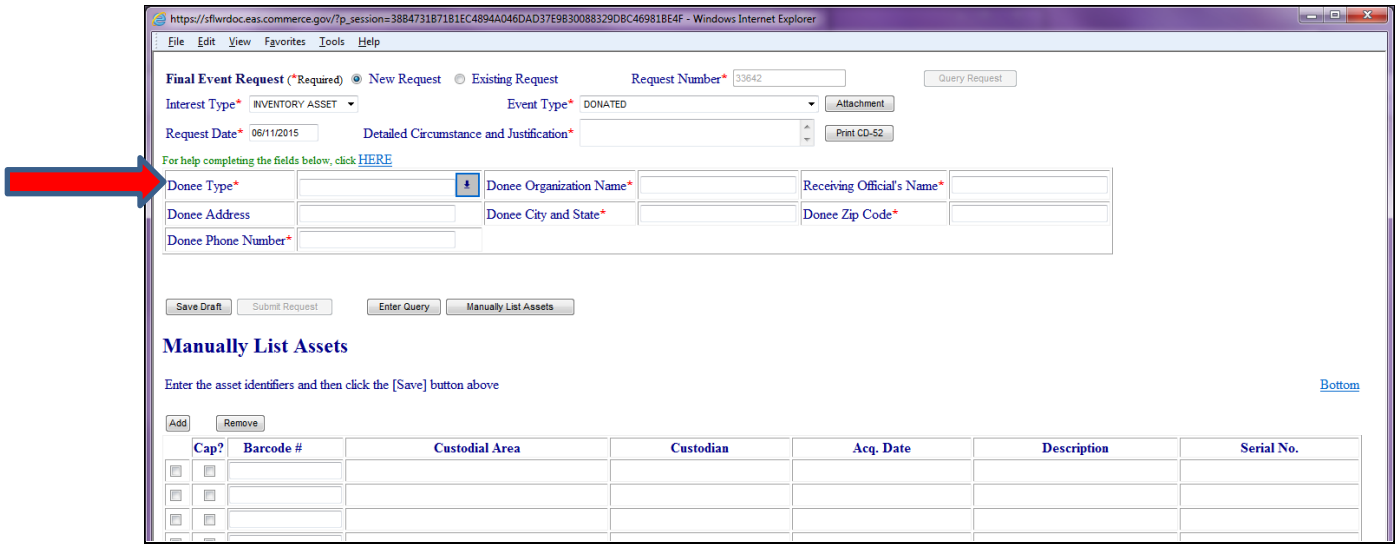
2. Select **Click** to retirement of asset.



3. Click the to select Event Type: DONATED, or TRANSFER TO ANOTHER GOVERNMENT AGENCY.

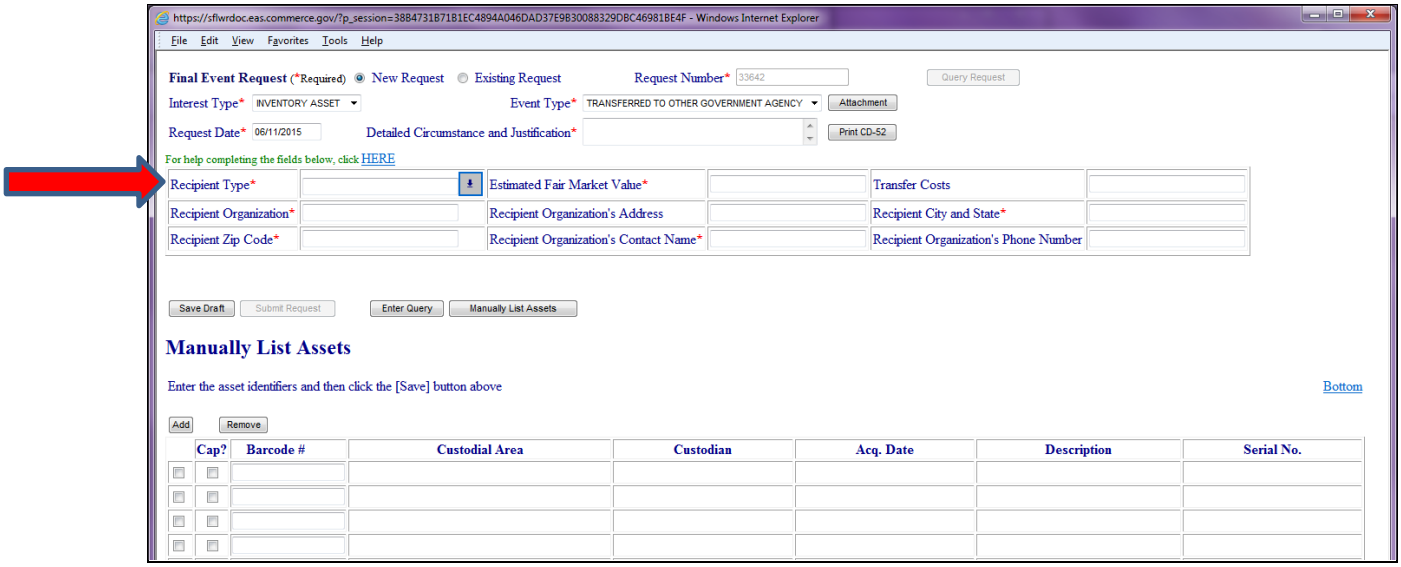


4. Complete Fields for: Donee type, Organization Name, Receiving Official's Name, Address, City, St., Zip Code, Phone Number and Justification and all information regarding the DONATION. Click the and shift % and tab and the list will display. Attach supporting documentation and enter barcodes.



How to COMPLETE USER DEFINED FIELD for TRANSFER TO ANOTHER GOVERNMENT AGENCY

1. Complete Fields for: Recipient Type, Est. Fair Market Value, Transfer Costs, Recipient Organization, Address, City, ST., Zip Code, Contact Name, Phone Number and Justification and all information regarding the TRANSFER. Click the and shift % and tab and the list will display. Attach supporting documentation and enter barcodes.



After saving the draft, the PC will receive an email stating a draft has been saved with the request number. The draft can be changed, i.e., add barcodes, remove barcodes and change information. Once you click save, the system will offer you to submit the request, if you only want to save then click no and your draft will be saved.

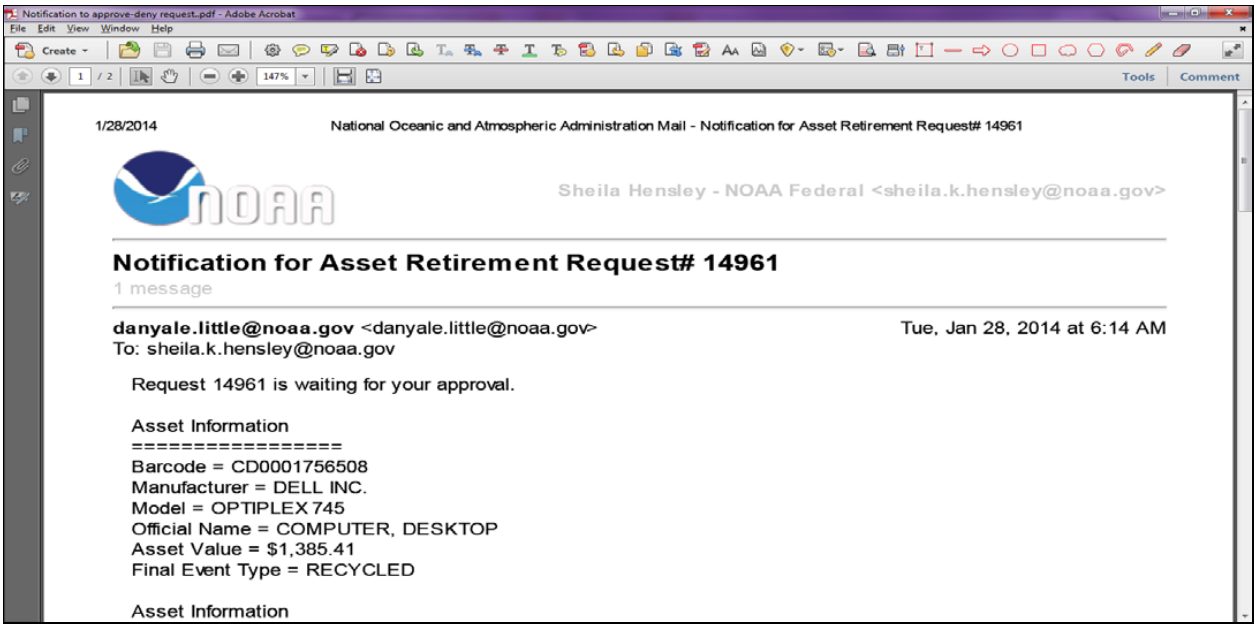
Submitting the Request

Once the draft is saved the system will allow you to submit the request. If the PC is ready to submit click **Submit Request** and the request will be submitted. Once the request has been submitted the PC will only be able to withdraw barcodes at **Accept/Deny Retirement of Asset.** Additional Adds are not allowed. A new request will have to be completed for any new assets ready for disposal.

Accept/Deny Retirement of an Asset

How to Accept/Deny a Request to Retire an Asset:

EMAIL NOTIFICATION



1/28/2014 National Oceanic and Atmospheric Administration Mail - Notification for Asset Retirement Request# 14961

Sheila Hensley - NOAA Federal <sheila.k.hensley@noaa.gov>

Notification for Asset Retirement Request# 14961

1 message

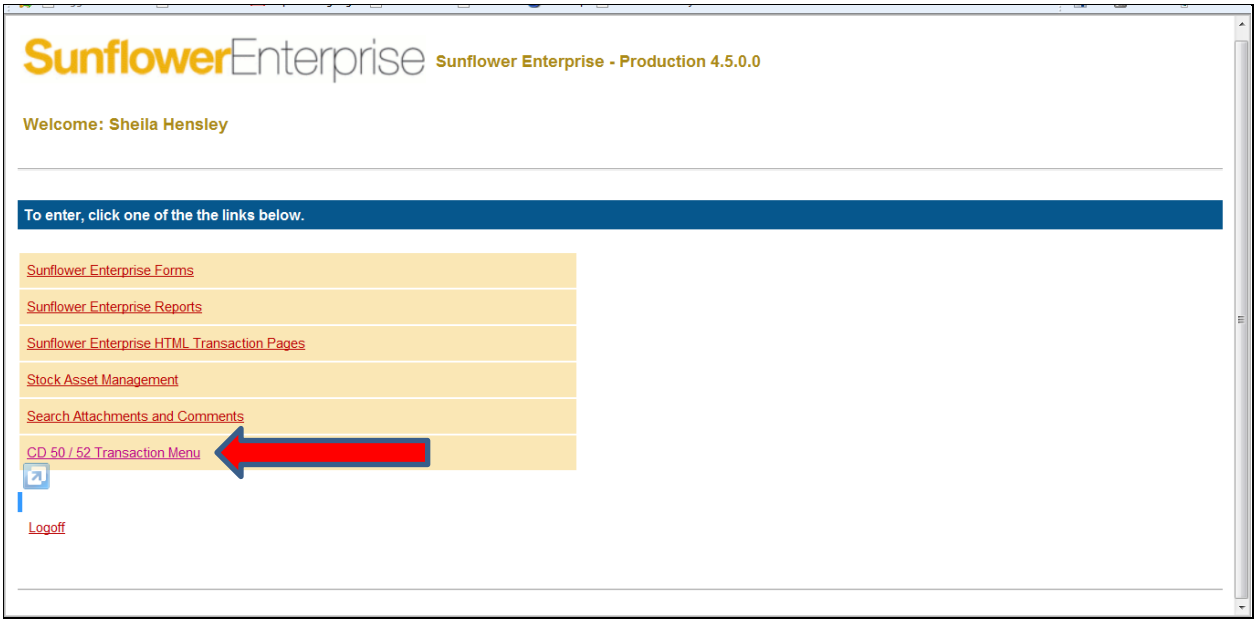
danyale.little@noaa.gov <danyale.little@noaa.gov> Tue, Jan 28, 2014 at 6:14 AM
To: sheila.k.hensley@noaa.gov

Request 14961 is waiting for your approval.

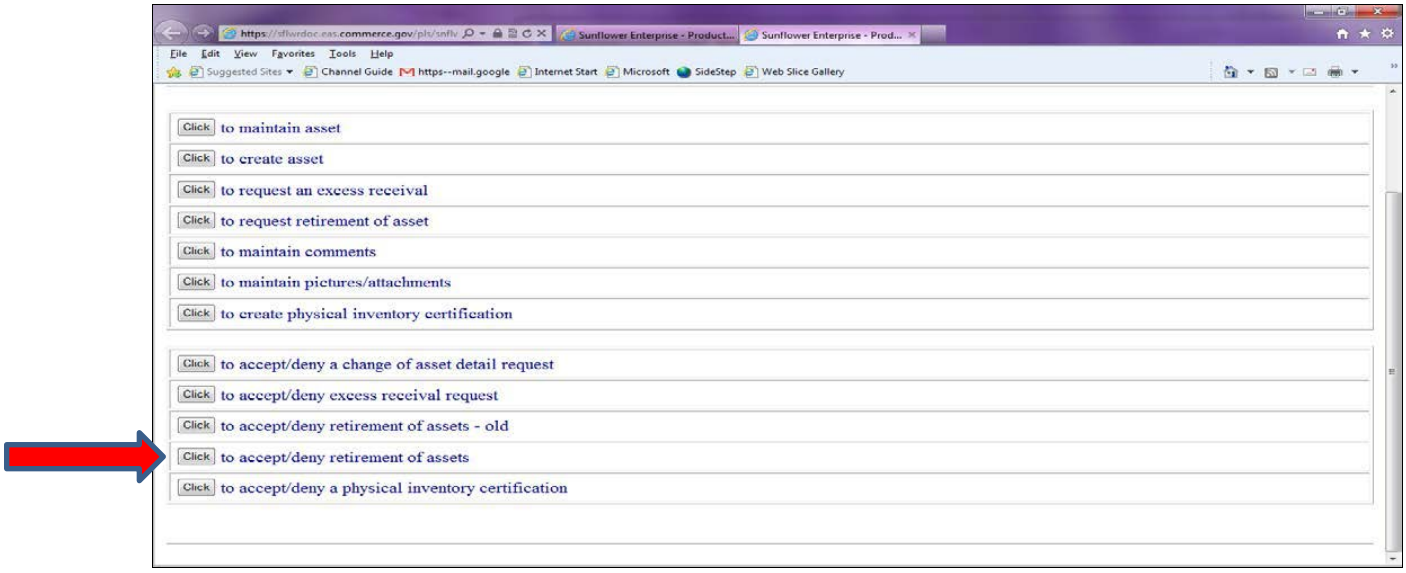
Asset Information
==========
Barcode = CD0001756508
Manufacturer = DELL INC.
Model = OPTIPLEX 745
Official Name = COMPUTER, DESKTOP
Asset Value = $1,385.41
Final Event Type = RECYCLED

Asset Information

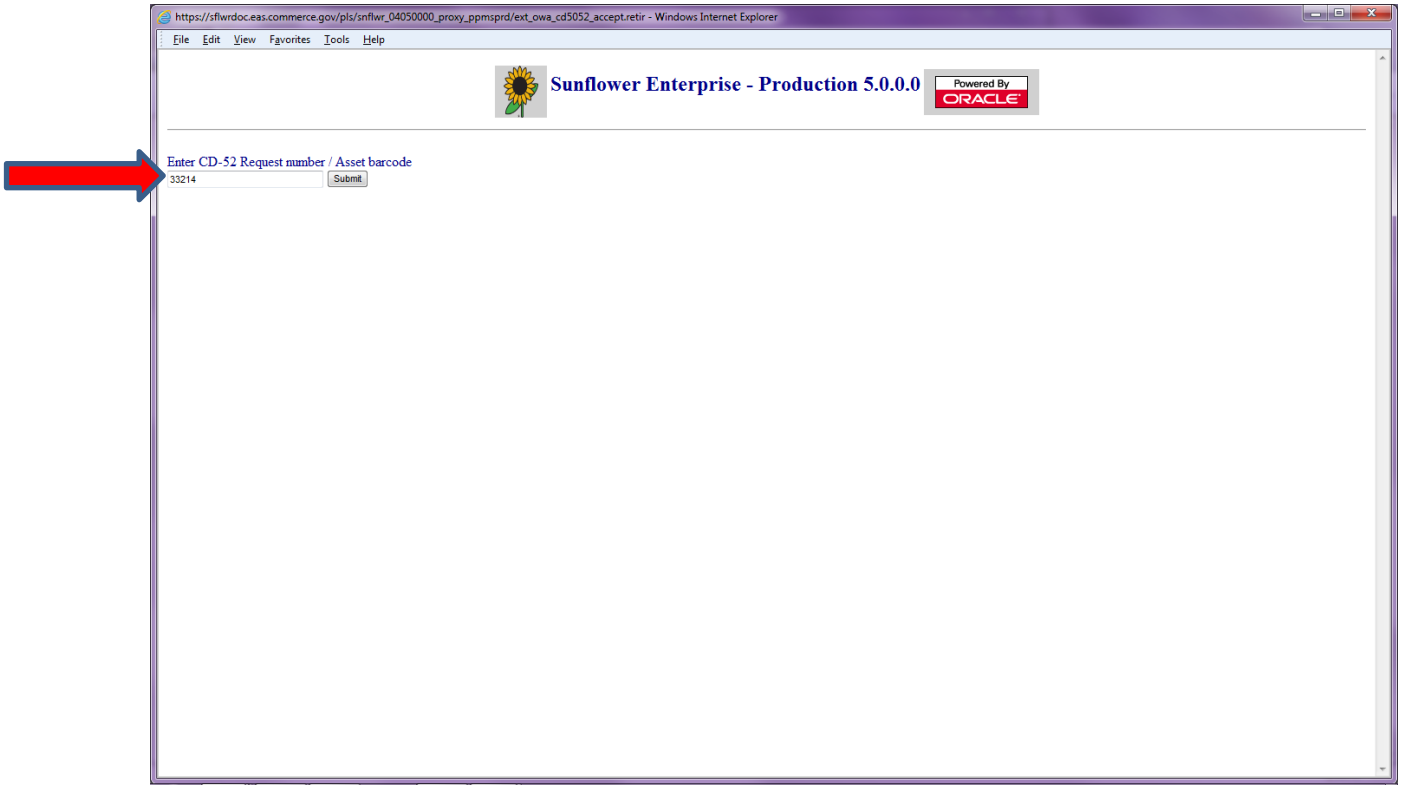
2. Log in to the Sunflower Enterprise System. Select to the CD50/52 Transaction Menu.



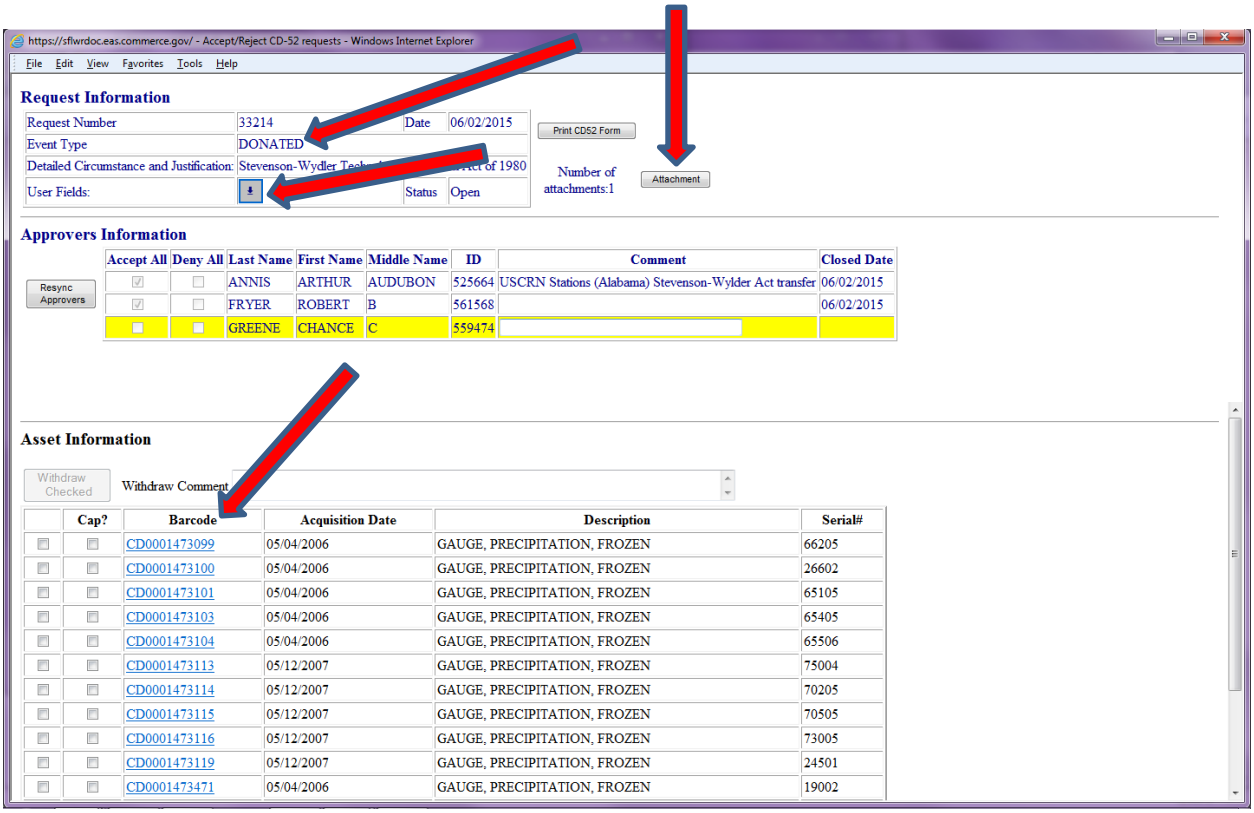
3. Select **Click** to accept/deny retirement of asset.



4. Enter Request Number. Click the **Submit** button.



Points We Review



The PC will receive an email notification to go in and Accept/Deny the request. Once the PC does this, the PAO will receive an email notification to go in and Accept/Deny the request. Then PPMB will receive email notification to review. After PPMB Approves or Denies the PC, the PAO and PPMB will receive an email notification stating the request has closed –approved or denied.