

Firearms Excess Procedures

Excess Firearms Condition code 4: Useable

Frequency: As Required

Executive agencies must report firearms defined as 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. Condition Code 4 is defined as property showing some wear but usable without significant repair.

Unless the agency has specific statutory authority to do so, excess firearms may be transferred only to those federal agencies authorized to acquire firearms for official use, reference [Section 101-42.1102-10\(a\)\(2\)](#). Firearms not transferred or donated must be destroyed and sold as scrap, [Section 102-36.375](#). For additional guidance on disposition of firearms, refer to [FPMR 101-42](#).

The Property Custodian (PC) must fill out the firearms checklist and send it to their Line Office Representative (LOR). Upon approval from the LOR, they will submit an Excess Receipt Request for each firearm.

Exhibit: Checklist

CHECKLIST EXCESS FIREARMS

BAR CODE: _____
(Attach spreadsheet if more than one. Include Make, Model & SN.)

PLEASE ANSWER ALL QUESTIONS THEN SIGN AND DATE

	YES	NO
IS THIS WEAPON IN SUNFLOWER:	<input type="checkbox"/>	<input type="checkbox"/>
WHY IS THE WEAPON BEING DISPOSED: _____ _____ _____		
WHAT IS THE CURRENT CONDITION OF THE WEAPON: _____ _____ _____		
DO YOU HAVE A PICTURE OF THE WEAPON WITH THE SERIAL NUMBER SHOWN	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE AN EMAIL OR MEMO AUTHORIZING THE EXCESS OR DESTRUCTION OF THE WEAPON:	<input type="checkbox"/>	<input type="checkbox"/>

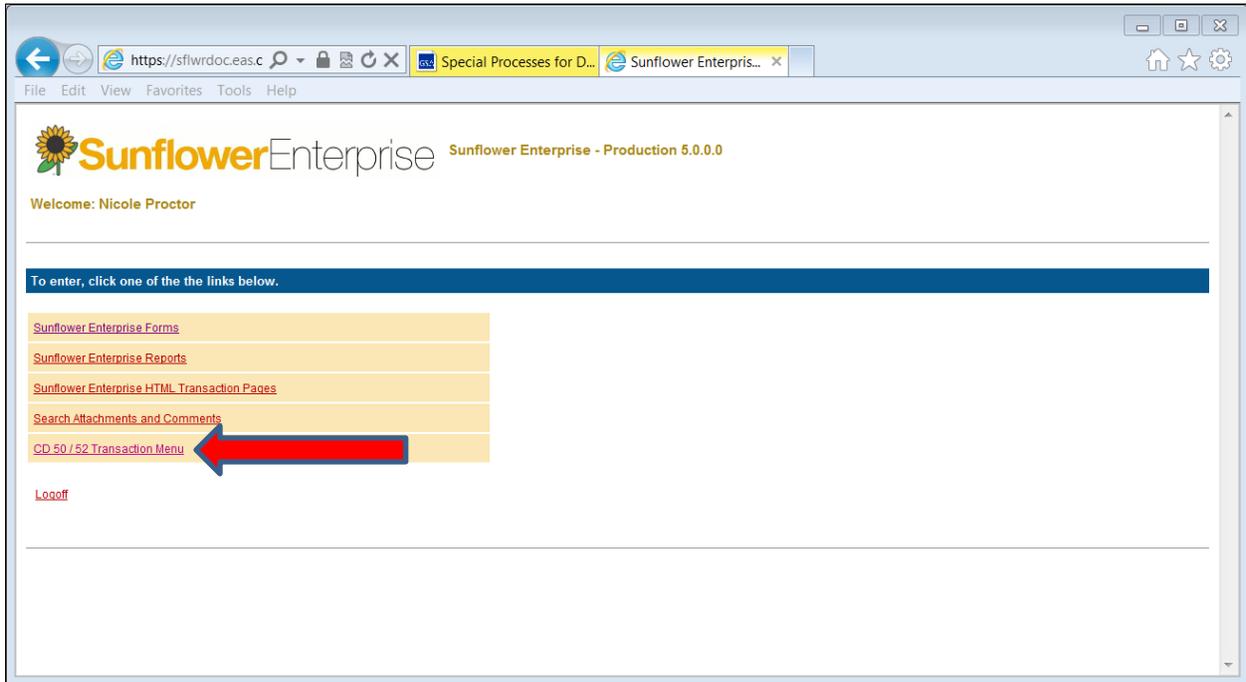
PC SIGN, DATE & CUSTODIAL NUMBER: _____
(PRINT NAME BELOW SIGNATURE)

The purpose of an Excess Receipt Request is to allow PCs a direct way to initiate the process in Sunflower to dispose of firearms following GSA's process. PCs will need to attach clear pictures of the firearm to each request, one must be a photo showing serial number of the firearm. Upon your PPMB LOR approval, the request will be in Sunflower for NOAA and other DOC Bureaus to view for 15 days. Then will automatically roll over to GSAXcess and the PC will receive an email from GSA identifying the status.

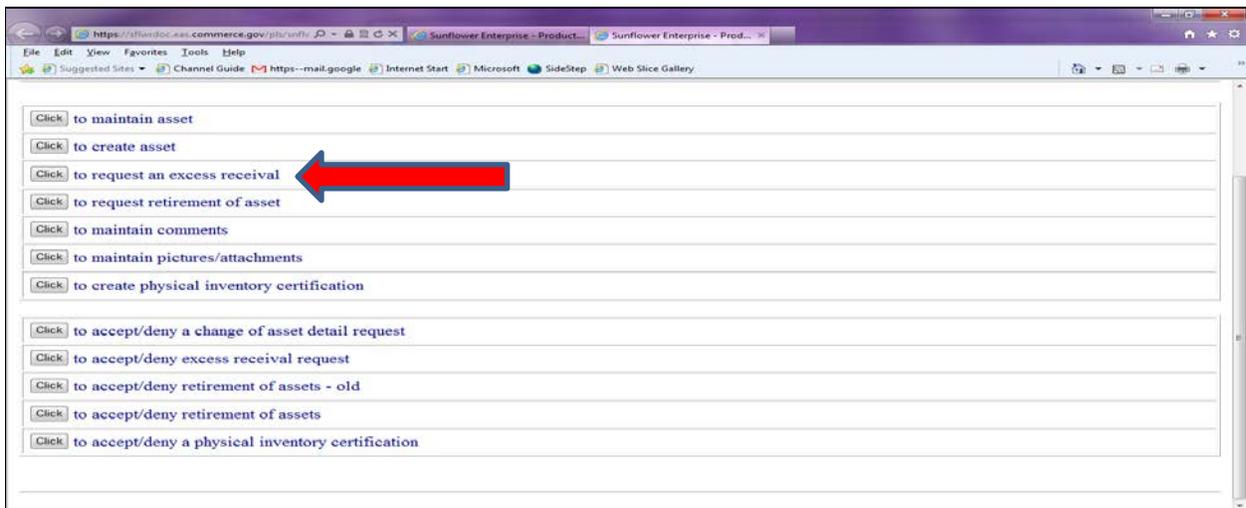
References: NOAA National Disposal Plan (NNDP)

http://www.pps.noaa.gov/excess_disposal_board_of_review/NNPD.docx

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



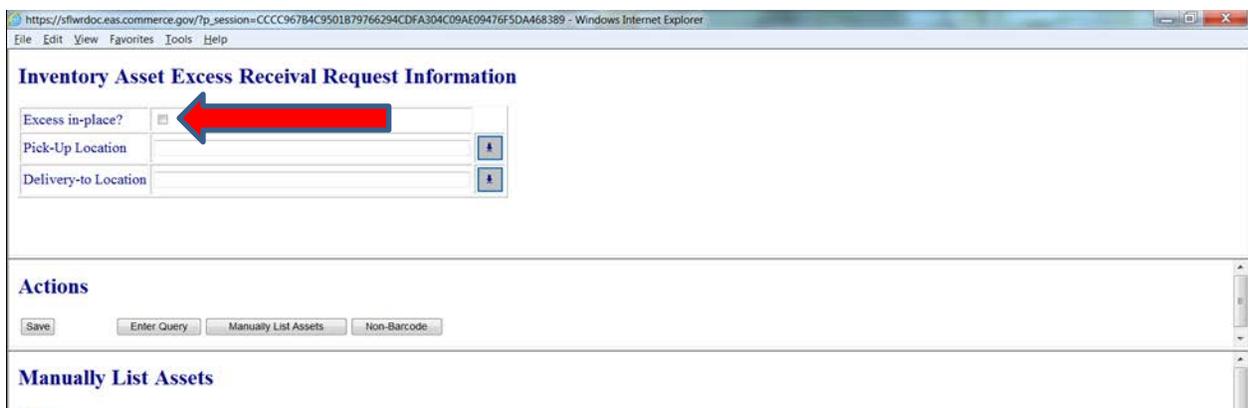
2. Select **Click** to request an excess receival.



3. Select **Click** to request an inventory asset excess receipt.

Click to request an agreement asset excess receipt
Click to request an financial asset excess receipt
Click to request an inactive asset excess receipt
Click to request an inventory asset excess receipt 

4. Check the Excess in-place checkbox.



https://sflwrdoc.eas.commerce.gov/?p_session=CCCC967B4C9501879766294CDF304C09AE09476F5DA468389 - Windows Internet Explorer

File Edit View Favorites Tools Help

Inventory Asset Excess Receipt Request Information

Excess in-place?	<input type="checkbox"/>	
Pick-Up Location	<input type="text"/>	<input type="button" value="↓"/>
Delivery-to Location	<input type="text"/>	<input type="button" value="↓"/>

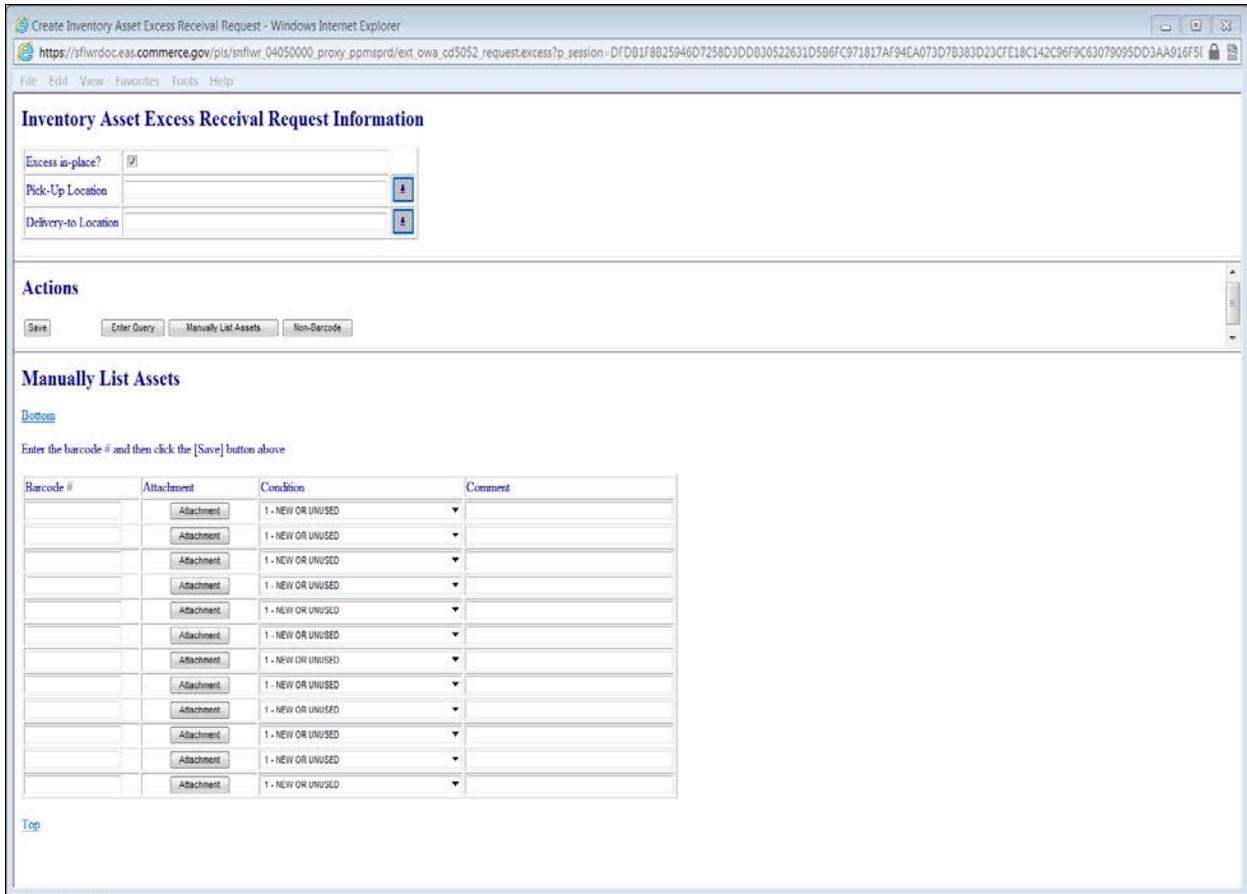
Actions

Manually List Assets

- 5. Enter the Barcode #, current Condition code and Comment. Click the



button to add a Picture showing the serial number.



- 6. Verify the upload was successful.

Upon PPMB LOR approval, the request is available for NOAA and other DOC Bureaus to review for 15 days. If no request for transfer comes from a DOC Bureau, the firearms will automatically roll over to GSAXcess.

GSAXcess

GSAXcess Reports and Timeline

Frequency: As Required

The purpose of this report details information on the GSAXcess website and provides information for other agencies to review. From Sunflower to GSAXcess there is a 3-5 day lag time. The asset will be on GSAXcess for 21 days and available as a transfer to federal agencies or donation to authorized recipients through the State Agency for Surplus Property (SASP) offices. If they are not transferred or donated by GSA, they will issue a return to agency letter, authorizing the agency to destroy the firearms as scrap.

References: GSAXcess Website<http://gsaxcess.gov/>**Process Transfer Order or Disposal Actions**

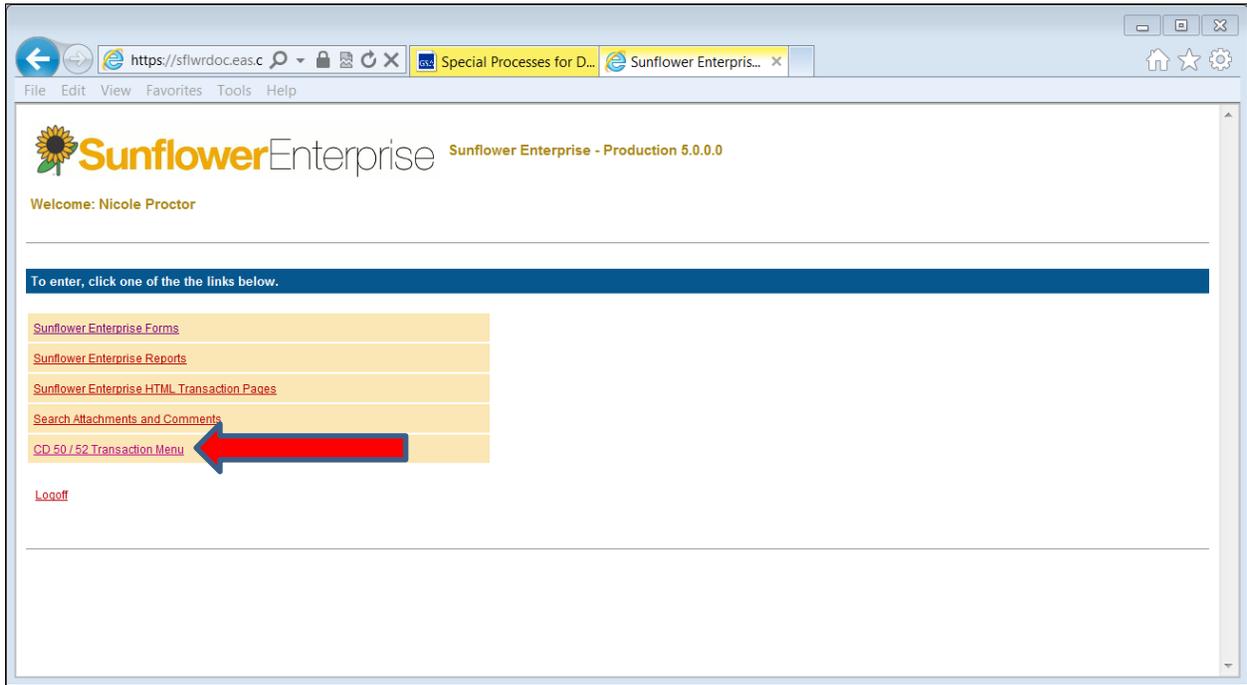
How to Complete Final Event Process

Frequency: As Required

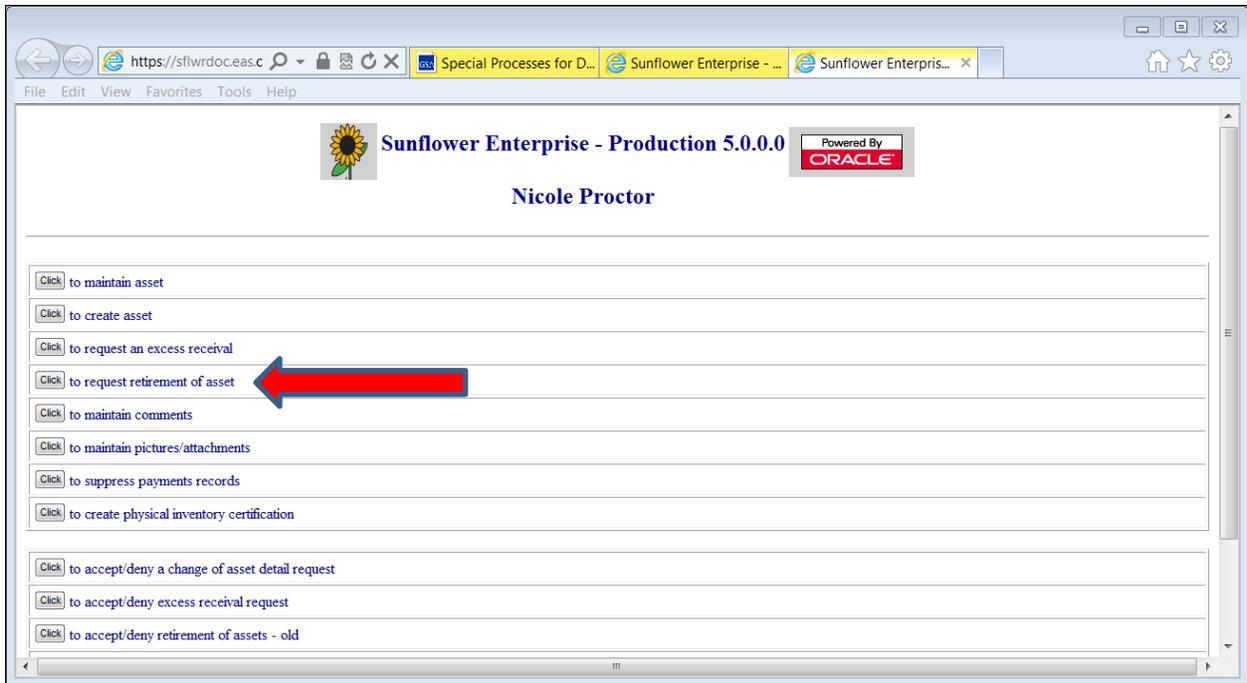
GSA will email a Transfer Order to the PC. The PC will be required to have the gaining agency sign and date the Transfer Order upon pick up. The PC must also sign and date the form releasing the property. The PC should write the barcode number(s) directly on the Transfer Order for reference. If someone other than the person who is stated on the Transfer Order comes to pick up the property, they must have a letter from the individual on the form giving them permission. An email is sufficient as long as it is attached to the original email sent to the client from GSA.

PC will enter a request for retirement, select final event type Transfer or Donated (depending on whether it is transferred to a federal agency or State Agency for Surplus Property(SASPs)).

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



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



- 3. Select Final Event type: Transferred to Other Government Agency or Donated (if GSA allocates the property to a recipient through a State Agency for Surplus Property (SASP) to a State or local government agency, a nonprofit organization or institution; manually list assets by barcode number (multiple barcodes can be listed under one request number, if they were transferred to the same recipient under one transfer order number) and fill out recipient's information.

Request Retirement of Asset - Windows Internet Explorer
https://sflwrdoc.eas.commerce.gov/pls/sflwr_04050000_proxy_ppmsprd/ext_owa_cd5052_request.retirefe?p_session=64F607E56A847D61F0887BAFB5F0933F76A87BB6EF62A45FC6A32F85FD

Final Event Request (*Required) New Request Existing Request Request Number* 31434 Query Request

Interest Type* INVENTORY ASSET Event Type* TRANSFERRED TO OTHER GOVERNMENT AGENCY Attachment

Request Date* 04/21/2015 Detailed Circumstance and Justification* Print CD-52

For help completing the fields below, click [HERE](#)

Recipient Type*	Estimated Fair Market Value*	Transfer Costs
Recipient Organization*	Recipient Organization's Address	Recipient City and State*
Recipient Zip Code*	Recipient Organization's Contact Name*	Recipient Organization's Phone Number

Save Draft Submit Request Enter Query Manually List Assets

Manually List Assets

Enter the asset identifiers and then click the [Save] button above [Bottom](#)

Cap?	Barcode #	Custodial Area	Custodian	Acq. Date	Description	Serial No.
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Request Retirement of Asset - Windows Internet Explorer
https://sflwrdoc.eas.commerce.gov/pls/sflwr_04050000_proxy_ppmsprd/ext_owa_cd5052_request.retirefe?p_session=64F607E56A847D61F0887BAFB5F0933F76A87BB6EF62A45FC6A32F85FD

Final Event Request (*Required) New Request Existing Request Request Number* 31434 Query Request

Interest Type* INVENTORY ASSET Event Type* DONATED Attachment

Request Date* 04/21/2015 Detailed Circumstance and Justification* Print CD-52

For help completing the fields below, click [HERE](#)

Donee Type*	Donee Organization Name*	Receiving Official's Name*
Donee Address	Donee City and State*	Donee Zip Code*
Donee Phone Number*		

Save Draft Submit Request Enter Query Manually List Assets

Manually List Assets

Enter the asset identifiers and then click the [Save] button above [Bottom](#)

Cap?	Barcode #	Custodial Area	Custodian	Acq. Date	Description	Serial No.
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

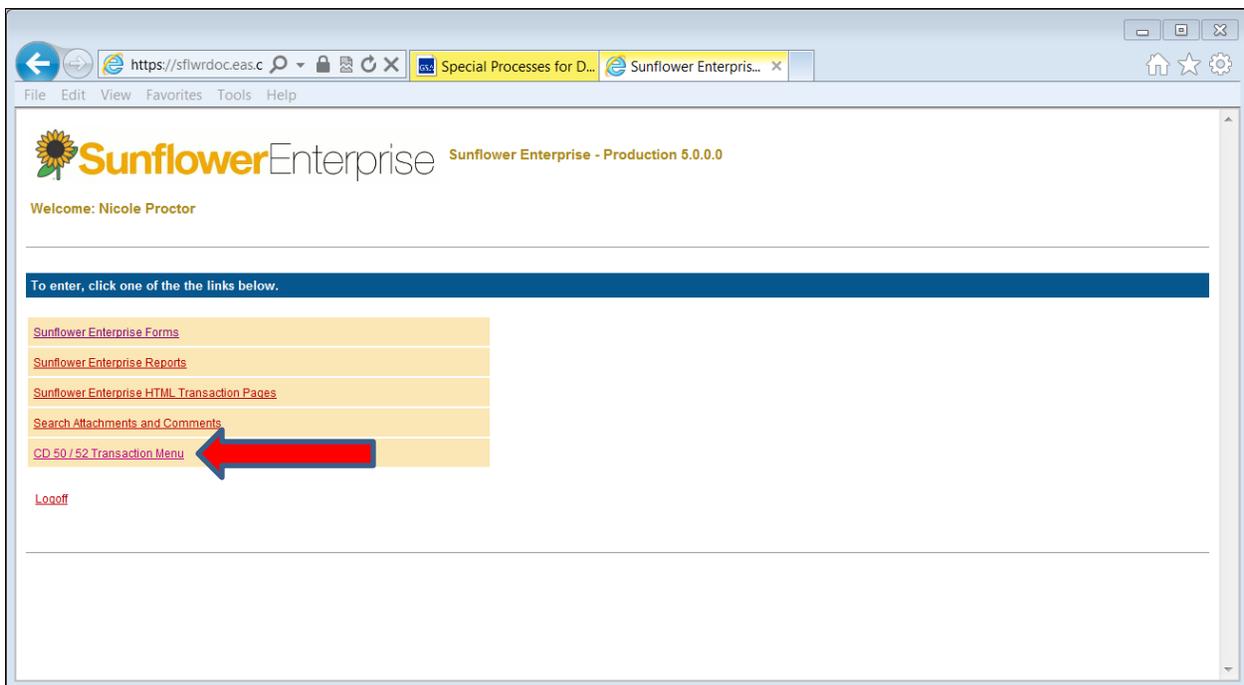
4. Upload SF 122 or SF 123 signed by GSA, the Approving Officer from the Agency obtaining the property and the person removing the property (if this is someone other than person designated on the transfer, you will need a letter from the designated person listing the person authorized to remove it on their behalf)

Firearms disposal procedures, condition code: 7 or S (Scrap)

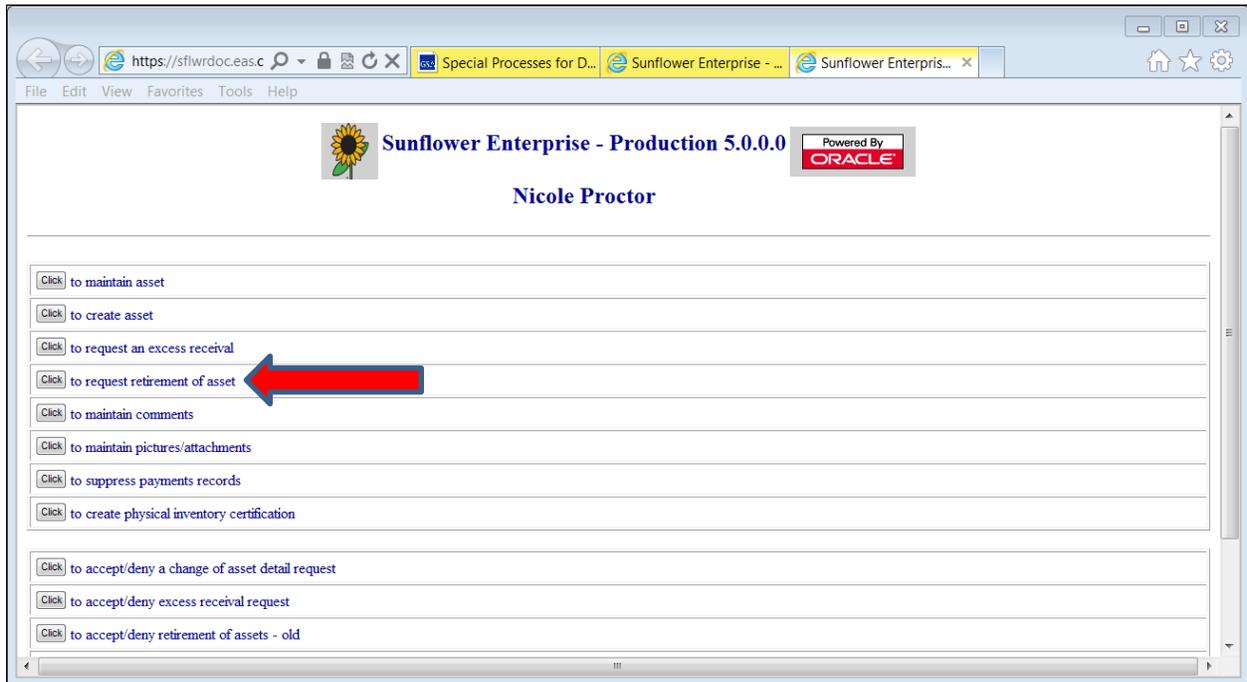
Exhibit: Firearms Checklist

Client notifies PPMB LOR of their intent to dispose of a firearm, condition code 7 or Scrap. PPMB LOR will send Checklist to the PC to complete before starting the excess process. Once LOR receives the completed checklist, they will notify PC to submit retirement request. CD 50/52 transaction menu, to request retirement of asset: event type “Recycled” should be selected.

1. Take before pictures with serial numbers visible.
2. There needs to be a memorandum stating:
 - a. Why the weapons are being destroyed,
 - b. When (date),
 - c. How (method), and
 - d. Where (vendor and address)
3. Log in to the Sunflower Enterprise System. Select the CD50/52 Transaction Menu.



4. Select **Click** to request retirement of asset.



- 5. Select Final Event type Recycled, manually list assets by barcode number, which populate a NF 37-50; check information (make, model, and serial numbers on NF 37-50).

The screenshot shows a web browser window titled "Request Retirement of Asset - Windows Internet Explorer". The URL is https://sfhwdocceas.commerce.gov/pls/sfhw_04050000_proxy_ppmsprd/ext.... The page contains a form for "Final Event Request".

Final Event Request ("Required") New Request Existing Request

Request Number*

Interest Type* INVENTORY ASSET Event Type* RECYCLED

Request Date* 04/29/2015 Detailed Circumstance and Justification*

For help completing the fields below, click [HERE](#).

Name of Third Party Recycler*	Vendor Address	Vendor Phone Number
Condition Code*	Name of Vendor Signing 37-50	NOAA Line Office
NOAA Organization Code	Location of Property	Name of Property Custodian
Custodial Area of Assets	Property Custodian's Address	PC's Phone Number
Name of PAO		

Manually List Assets

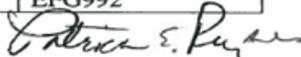
Enter the asset identifiers and then click the [Save] button above [Bottom](#)

Cap?	Barcode #	Custodial Area	Custodian	Acq. Date	Description	Serial No.
<input type="checkbox"/>	080000123456					
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

[Top](#)

6. Upload memorandum and before pictures (showing serial numbers) to the request. PC will submit request and approve generating their name on the NF 37-50, PAO will approve generating their name on the NF 37-50. Wait for 1st PPMB LOR's approval, and then you can take the firearms to the authorized recycler.

MEMORANDUM SAMPLE

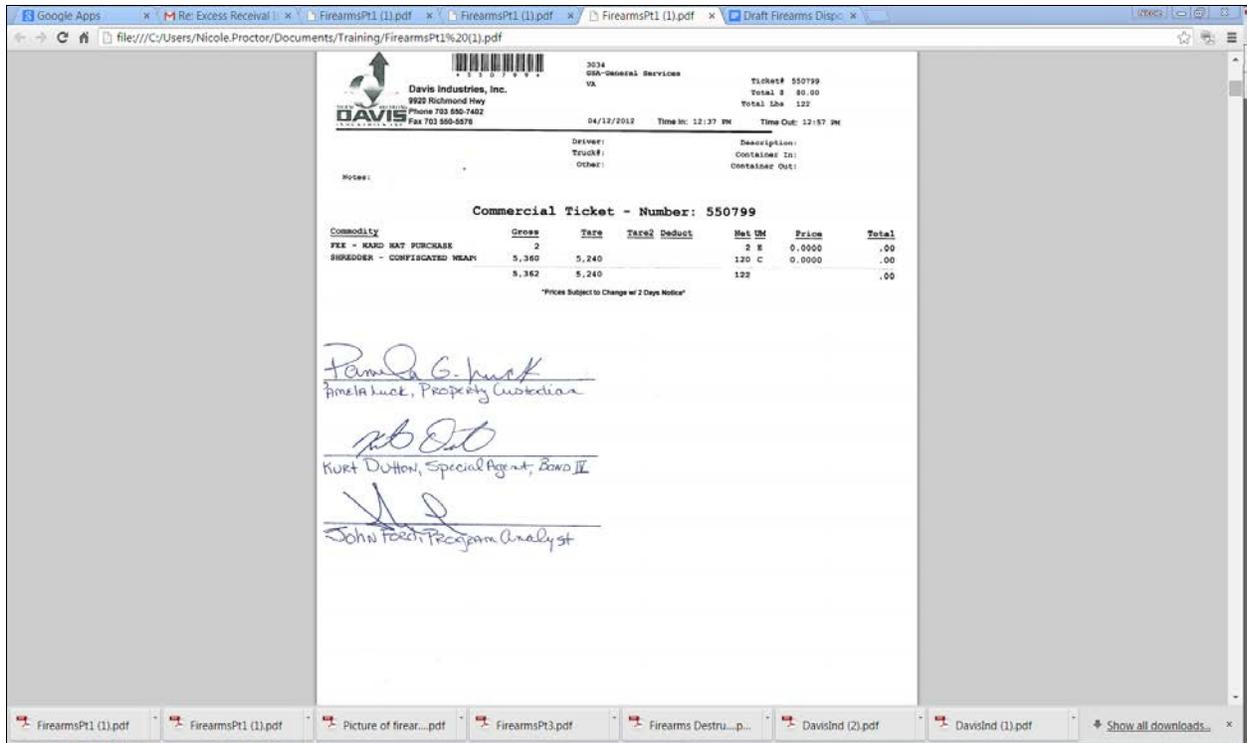
	<p>UNITED STATES DEPARTMENT OF COMMERCE National Oceanic and Atmospheric Administration National Marine Fisheries Service Office of Law Enforcement (OLE) 1315 East West Hwy SSMC 3 RM 3301 Silver Spring, Maryland 20910</p>												
<p>Date: June 30, 2014</p> <p>Memorandum For: Personal Property Management Branch/Logistics U.S. Department of Commerce, National Oceanic and Atmospheric Administration</p> <p>From: HQ, Office of Law Enforcement</p> <p>Subject: Certificate of Destruction</p> <p>This memorandum serves as notification for the destruction of weapons from custodial area 5430BN411. The company that will be used for the destruction of the weapons is Davis Industries Inc. 9920 Richmond Highway Lorton, VA. 22079.</p> <p>The following weapons with model number, barcode and serial numbers are listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Manufacturer</th> <th style="text-align: left;">Model Number</th> <th style="text-align: left;">Barcode</th> <th style="text-align: left;">Serial Number</th> </tr> </thead> <tbody> <tr> <td>GLOCK</td> <td>27</td> <td>CD0000773097</td> <td>CCY966</td> </tr> <tr> <td>GLOCK</td> <td>27</td> <td>CD0001067698</td> <td>EFG992</td> </tr> </tbody> </table>		Manufacturer	Model Number	Barcode	Serial Number	GLOCK	27	CD0000773097	CCY966	GLOCK	27	CD0001067698	EFG992
Manufacturer	Model Number	Barcode	Serial Number										
GLOCK	27	CD0000773097	CCY966										
GLOCK	27	CD0001067698	EFG992										
<p> Director, Bruce Buckson</p> <p> PC, Patricia L. Hill</p>	<p> PAO, Patricia Rufus</p>												

PICTURES OF FIREARM BEFORE DESTRUCTION SAMPLE

7. Firearms are to be destroyed by melting, smelting, shredding or cutting up (recommend 3 pieces) rendering them inoperative.
8. Take pictures of all weapons after destruction.
9. Two NOAA personnel must witness the destruction; the Property Custodian (PC), the other person witnessing should be a high level official, i.e. GS-14 or 15. One representative from the company must also witness the destruction. All three will sign off on the memorandum stating that the weapons were destroyed.
10. Have the recycler sign the NF 37-50 and request the destruction certificate.

11. Attach all supporting documentation to the final event request, i.e. memorandum with all witnesses signatures, printed names (NOAA + Company) and date, NF 37-50 signed, printed name of representative at the recycling company and date, pictures after destruction and certificate of destruction from the company.

CERTIFICATE OF DESTRUCTION SAMPLE



12. Keep the records forever or at least 10 years in an inventory file and cross reference with case numbers and date if applicable.