NOAA Owned Vehicle Disposal

How to Excess a NOAA Owned Vehicle
Frequency: As Required

The purpose of an Excess Receival Request is to allow Property Custodians a direct way to initiate the process in Sunflower to dispose of **NOAA owned vehicles** following GSA's process. PCs will need to complete all information in the User Defined Fields as well as provide up to 12 pictures. 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.

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

Exhibit: Vehicle Checklist
Sunflower Screenshot

Client notifies the PPMB LOR and Vehicle Manager of their intent to dispose of a NOAA owned vehicle. The PPMB LOR will send a Checklist to the PC to complete before starting the excess process. The Vehicle Manager, usually Susan Bloomer, will email the client and PPMB, informing them that the license plates and/or fuel card for the vehicle has been received.

VEHICLE CHECKLIST SAMPLE

VEHICLE FOR EXCESS

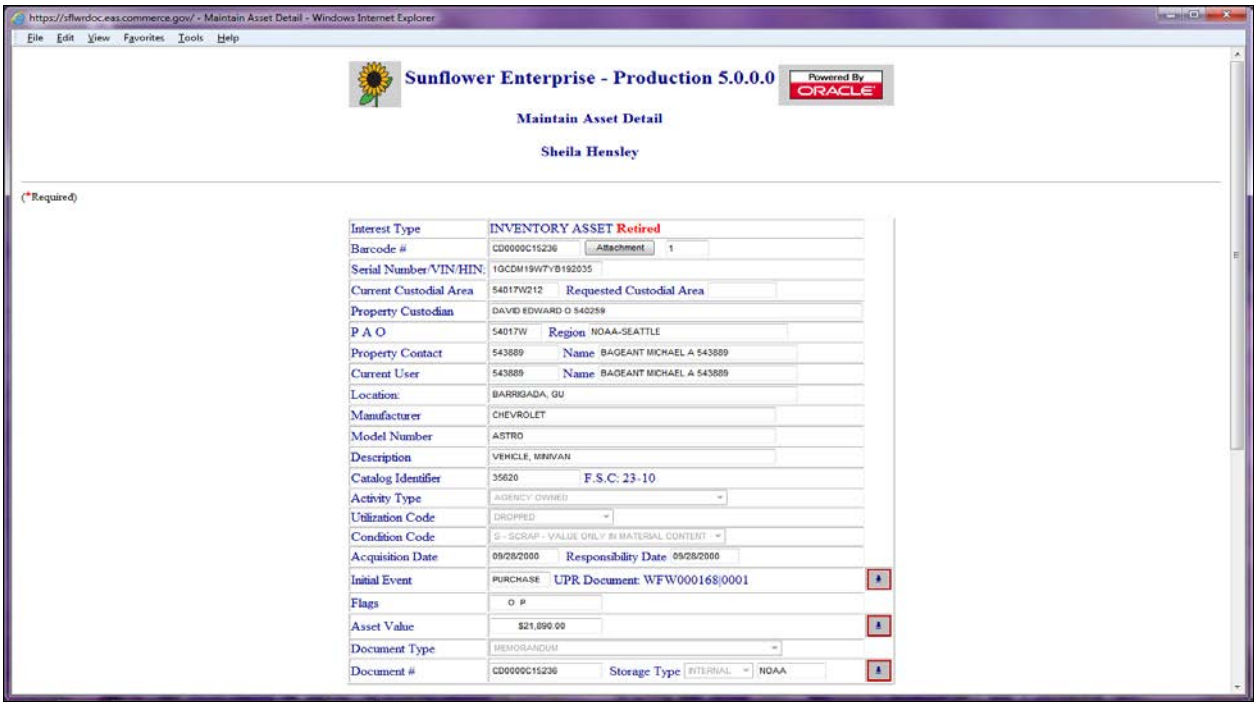
BARCODE: _____

PLEASE ANSWER ALL QUESTIONS THEN SIGN AND DATE	YES	NO
IS THIS VEHICLE IN SUNFLOWER:		
IS THE REQUIRED INFORMATION COMPLETED IN THE UDF:		
WHY IS THE VEHICLE BEING DISPOSED: _____		
HAVE YOU INFORMED YOUR PAO AND FLEET MANAGER THAT YOU WANT TO DISPOSE OF A VEHICLE:		
WHAT IS THE CURRENT CONDITION OF THE VEHICLE: _____		
WILL IT START:		
DO YOU HAVE PICTURES OF THE "GOOD, BAD AND UGLY" OF THE VEHICLE:		
DOES THE VEHICLE HAVE CURRENT PLATES/TAGS:		
WERE THE TAGS RETURNED AND FUEL CARD CLOSED AND RETURNED TO THE VEHICLE MANAGER:		
HAS THE VEHICLE BEEN IN A RECENT ACCIDENT:		
DO YOU HAVE PICTURES OF THE DAMAGE TO THE VEHICLE:		
HAVE ALL CLAIMS BEEN CLEARED BY OGC:		

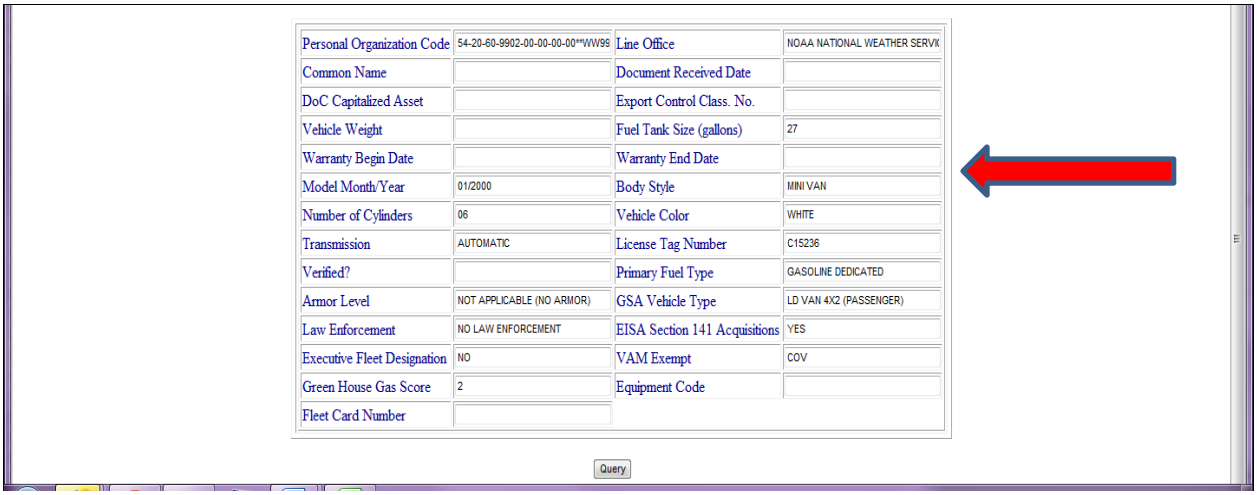
PC SIGN, DATE & CUSTODIAL NUMBER: _____ _____
(PRINT NAME BELOW SIGNATURE)

MAINTAIN ASSET SCREEN

MAINTAIN ASSET SCREEN continued



USER DEFINED FIELD (UDF)

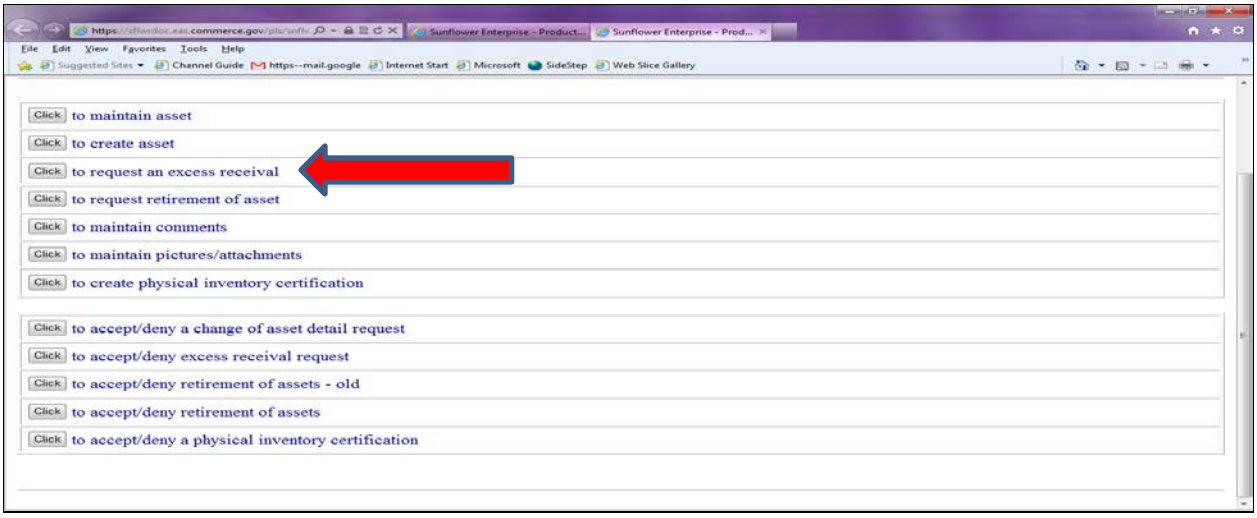


Personal Organization Code	54-20-60-9902-00-00-00-00**WW99	Line Office	NOAA NATIONAL WEATHER SERVIC
Common Name		Document Received Date	
DoC Capitalized Asset		Export Control Class. No.	
Vehicle Weight		Fuel Tank Size (gallons)	27
Warranty Begin Date		Warranty End Date	
Model Month/Year	01/2000	Body Style	MINI VAN
Number of Cylinders	06	Vehicle Color	WHITE
Transmission	AUTOMATIC	License Tag Number	C15236
Verified?		Primary Fuel Type	GASOLINE DEDICATED
Armor Level	NOT APPLICABLE (NO ARMOR)	GSA Vehicle Type	LD VAN 4X2 (PASSENGER)
Law Enforcement	NO LAW ENFORCEMENT	EISA Section 141 Acquisitions	YES
Executive Fleet Designation	NO	VAM Exempt	COV
Green House Gas Score	2	Equipment Code	
Fleet Card Number			

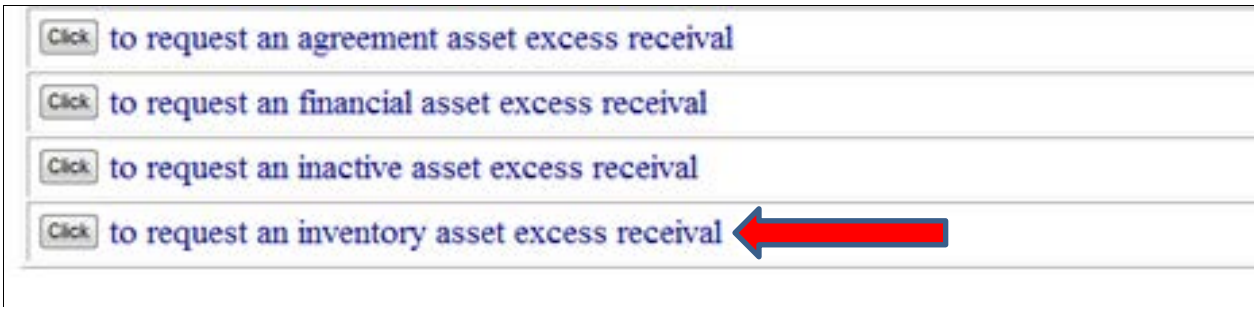
Query

NOTE: PC must complete these fields before they start the Excess Receival process.

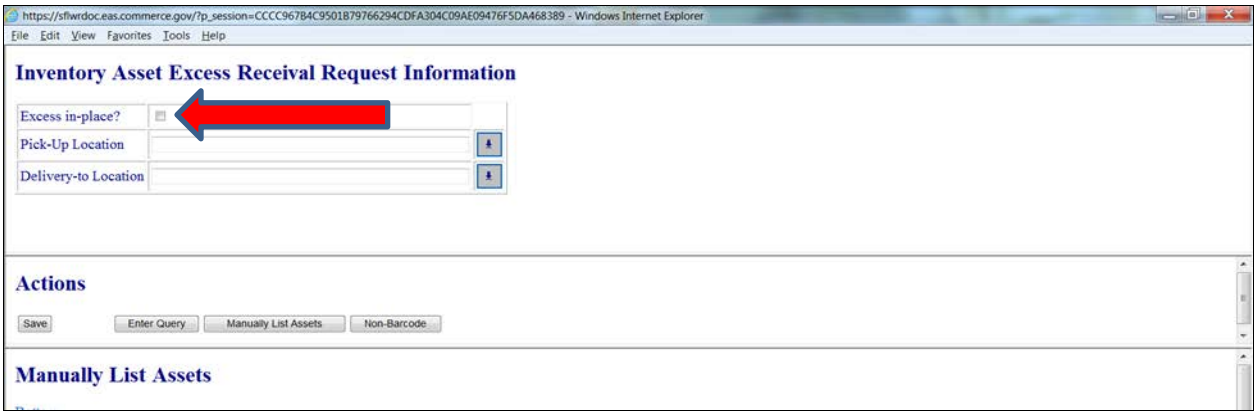
1. Select **Click** to request an excess receival.



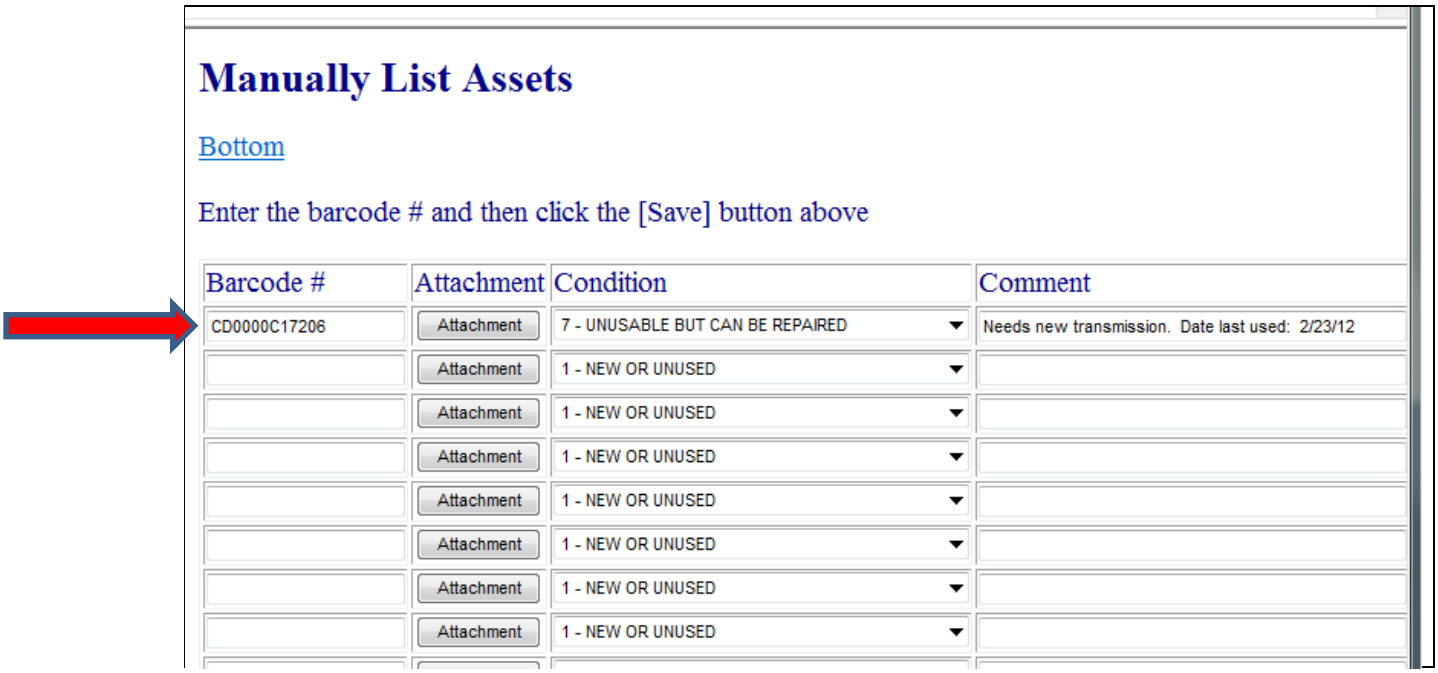
2. Select **Click** to request an inventory asset excess receival.



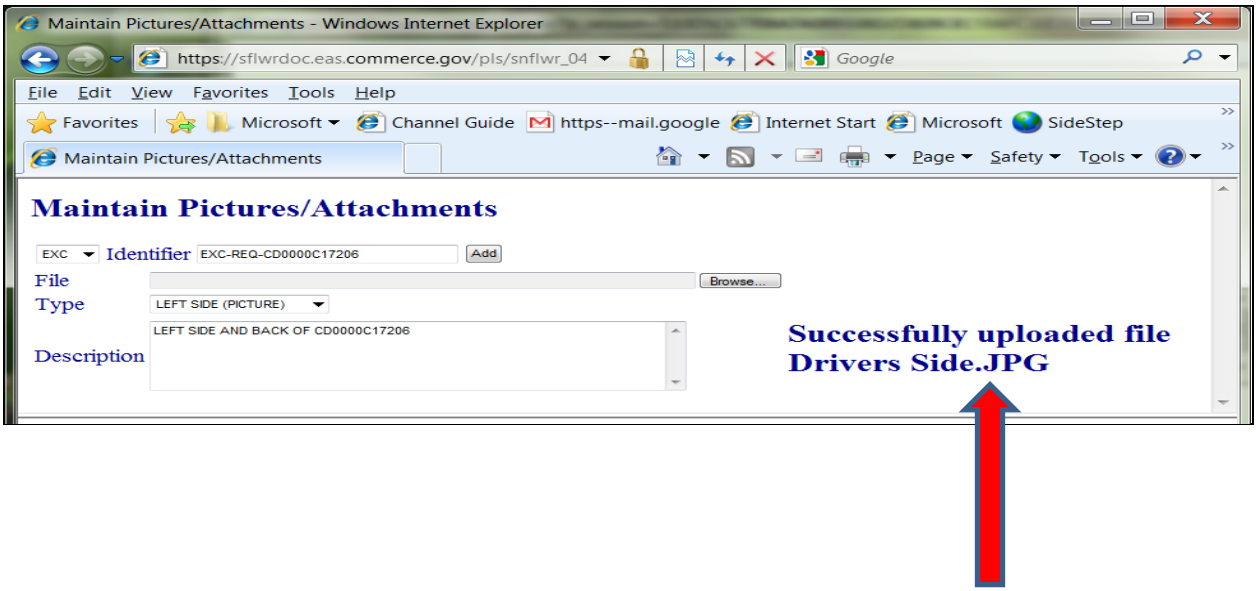
3. Check the Excess in-place checkbox.



4. Enter Barcode #, current Condition code and Comment. Include the last time the vehicle was started. Click on the Attachment button to add Pictures. Attach up to twelve pictures of the vehicle, all sides, including any marks or dents. One picture must be of the current Odometer reading.



5. Verify the upload was successful.



PICTURE OF VEHICLE AND ODOMETER SAMPLE

PPMB LORs will review Vehicle Excess in Sunflower. 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 vehicle information will automatically roll over to GSAXcess.

GSAXcess and GSA Auctions (Sales)

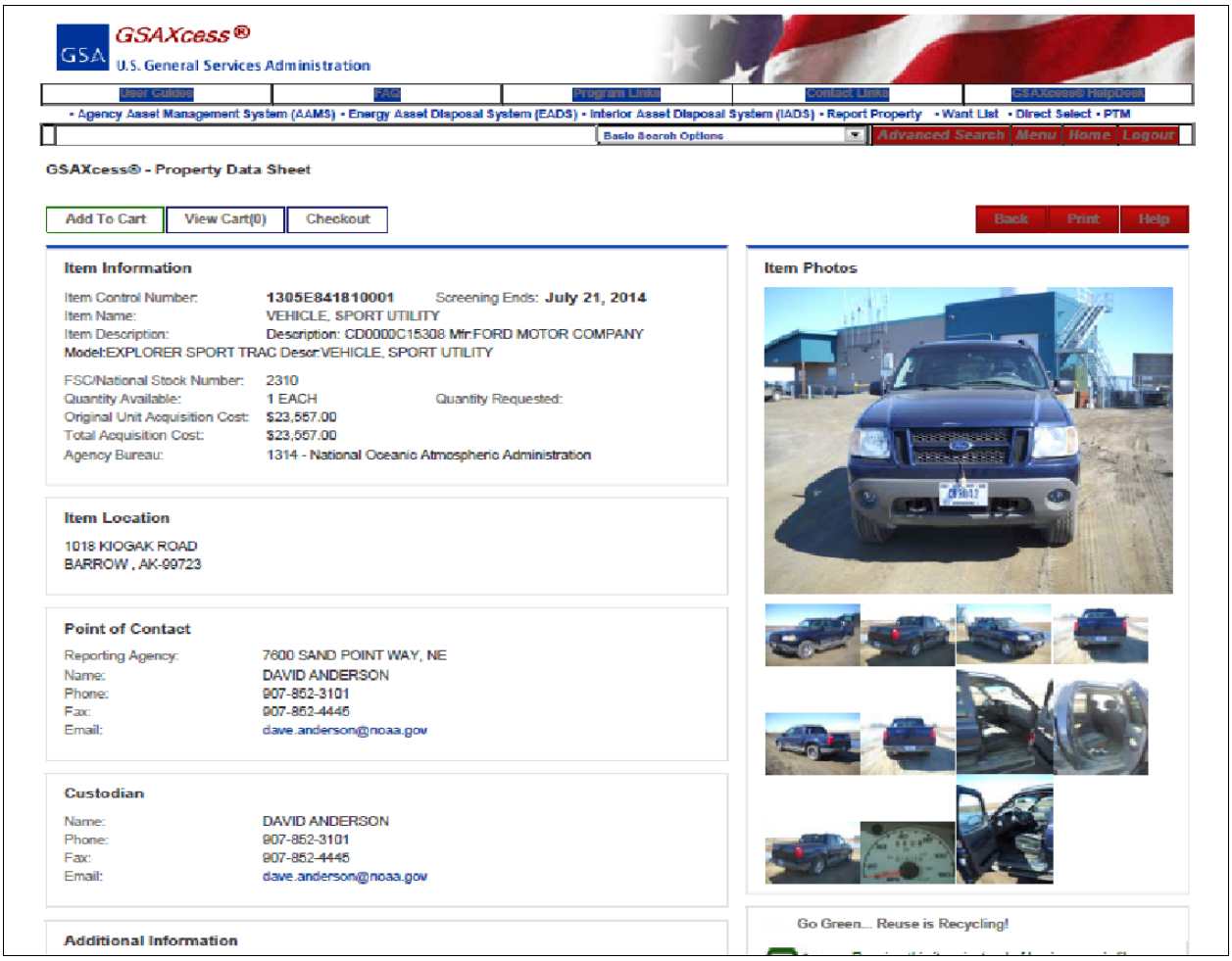
GSAXcess Reports and Timeline
Frequency: As Required

The purpose of this report details information on the GSAXcess website and provides information for other agencies to review. There is a 3-5 day lag time from Sunflower to GSAXcess. The asset will be on GSAXcess for 21 days. There is a 5-10 day lag time to roll over to GSA Sales. The asset will be on GSA Sales for 7-10 days. Only the PC receives an email regarding the rollover to GSA Sales. The PC must reply back to GSASales confirming that they agree with the migration, or if there are any changes to be made.

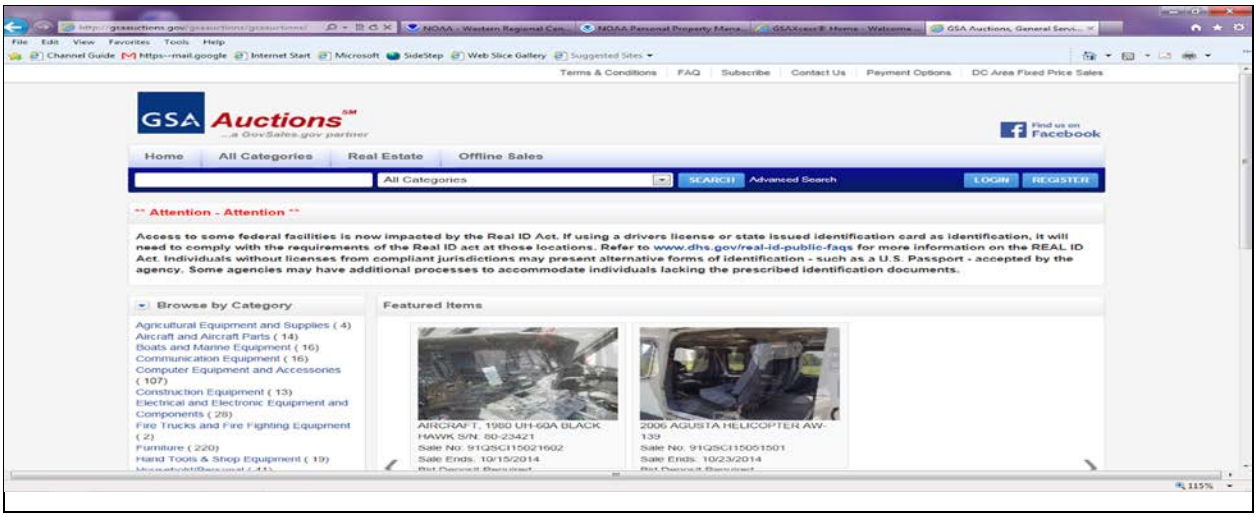
References: GSAXcess Website

Exhibit: GSA Screenshots

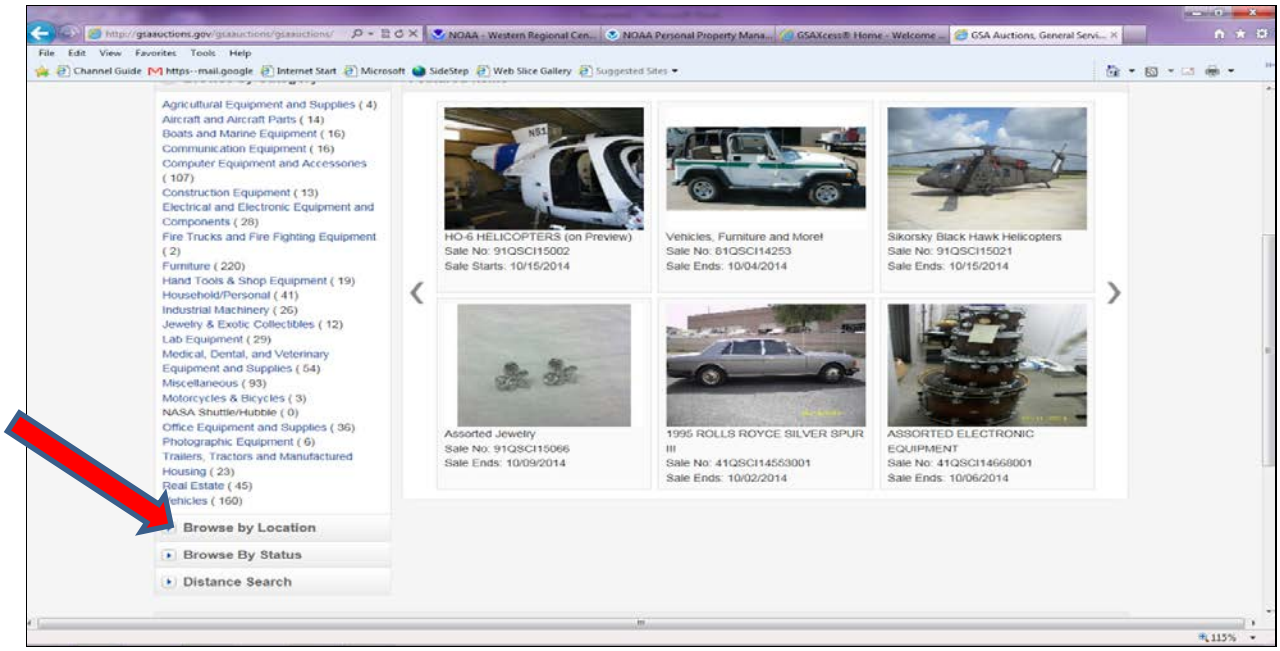
1. Go to the GSAXcess Website: http://gsaxcess.gov/



2. Go to GSA Auctions: http://gsaauctions.gov/gsaauctions/gsaauctions/



3. Scroll down and on the left side select: Browse by Location.



4. Select State the vehicle is located.

Process Transfer Order, Sales and/or Disposal Actions

How to Complete Final Event Process with GSA
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.

or

GSA will email a Purchaser's receipt to the PC. The PC will contact the gaining agency/successful bidder to schedule a pick up. The PC will have the gaining agency/successful bidder sign and date the Purchaser's Receipt. The PC must sign and date the form releasing the property. The PC should write the barcode number(s) directly on the Purchaser's Receipt for reference. If someone other than the person who is stated on the Purchaser's Receipt 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.

If the property does not sell, then GSA will send an email to the PC, with a disposition letter, returning the vehicle back to the agency for disposal according to agency policy.

In all instances, the PC will receive email correspondence from GSA. Upon completion of any of these actions, the PC will complete a Request for Retirement attaching all documentation.

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

Exhibit: Copy of Transfer Order
Copy of Purchaser's Receipt

TRANSFER ORDER SAMPLE

DATE: 12/22/14

TO: JANIS,RICHARD
LOUISIANA FEDERAL PROPERTY
(FAX) 000-000-0000

FROM: Federal Acquisition Service / FB

Dear SASP Approving Official:

Attached is a GSA Allocating Official (AO) electronically approved computer generated Transfer Order for Surplus Property.

Please coordinate pickup of your property items by contacting the Reporting activity or Property Custodian listed on the attached Transfer Order.

If you have any questions, you may contact either the GSA AO or the Reporting Activity listed in the Transfer Order.

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                    TRANSFER ORDER (NUMBER: 22 5 0165 48)            Page:   1
                        SURPLUS PERSONAL PROPERTY

To: General Services Administration:    Ordering Agency: Agency Bureau: 4757

GSA, FAS, 7QSCB                         LOUISIANA FEDERAL PROPERTY
PMD, UTILIZATION & DONATION             ASSISTANCE AGENCY, CAPITAL STATION
301 NW SIXTH STREET, RM 324             1635 FOSS STREET
OKLAHOMA CITY         OK  73102         BATON ROUGE           LA 70802

APO: DONNA RICE                         LAWSON,JAMES
405-231-5860          (FAX)817-574-2366 225-342-7860
                                        JANIS,RICHARD
Reporting Activity: Agency Bureau: 1314 (FAX)000-000-0000
---------------------------------------- Ship To:
US DEPT OF COMMERCE                     --------
NATIONAL MARINE SANCTUARY
4700 AVENUE 'U'                         LOUISIANA FEDERAL PROPERTY
GALVESTON              TX 77551         ASSISTANCE AGENCY, CAPITAL STATION
                                        1635 FOSS STREET
LESLIE FLOWERS                          BATON ROUGE           LA 70802
301-713-2730          (FAX)
                                        Shipping Instructions:
Location of Property:                   ----------------------
---------------------                   ______________________________________
US DEPT OF COMMERCE                     ______________________________________
NATIONAL MARINE SANCTUARY               ______________________________________
4700 AVENUE 'U'                         ______________________________________
GALVESTON              TX 77551         ______________________________________
LESLIE FLOWERS
301-713-2730-115      (FAX)
GSA APO Email   : DONNA.RICE@GSA.GOV
Screener Email : JAMES.LAWSON@LA.GOV
POC Email       : LESLIE.Z.FLOWERS@NOAA.GOV
POC Email CC    : SHEILA.K.HENSLEY@NOAA.GOV
Custodian Email: LESLIE.Z.FLOWERS@NOAA.GOV
The State agency agrees to the terms and conditions of this transfer
as outlined in the SF 123 Certifications, Agreements, and Assurances
certification document executed on 09/10/2010.

Ordering Agency Approval:               GSA Approval:
Signature:Sd/- JANIS,RICHARD            Signature:Sd/-RICE,DONNA
     Date:12/22/2014                         Date:12/22/2014
    Title: Approving Official               Title: GSA Area Property Officer

                                   ITEM LIST
Item Control No.   Stock No.       Qty.         Unit Cost  UI Cond  Fair Mkt Val
------------------ -------------- ----- ------------------ -- ---- -------------
1342FS 4332 0792   2310               1         $31,301.92 EA   7
Item Name:PASSENGER MOTOR VEHICLES, AUTO, CAR
SRD: 19DEC2014  Demil: A
Make: CHEVROLET             Model: 2500 SUBURBAN
VIN: 3GNGK26G44G193514

                                          Grand Total for 1 Line(s): $31,301.92
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Exception to SF-123 approved by GSA Form Policy and Management, view the certification at http://gsaxcess.gov/htm/docs/SF123_Certification.pdf.

PURCHASER'S RECEIPT FROM GSA SAMPLE

CD0000C15214

Kelly Harris - NOAA Federal <kelly.harris@noaa.gov>

Purchaser's Receipt to Custodian for Sale/Lot A1QSCI13114/109 - Register No PA310916 (IF YOU ARE NOT THE CUSTODIAN, PLEASE FORWARD THIS EMAIL TO THE CUSTODIAN)

GSAAuctions.Northwest.Arctic@gsa.gov <GSAAuctions.Northwest.Arctic@gsa.gov> Sat, Jul 27, 2013 at 7:49 AM
To: KELLY.HARRIS@noaa.gov

GSA FEDERAL ACQUISITION SERVICE
OFFICE OF PERSONAL PROPERTY MANAGEMENT

PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM:
GSA, FAS, 10QSCC
SALES OFFICE, 2ND FLOOR
400 - 15TH STREET SW
AUBURN
WA 98001-6599
DEBBIE NORMAN
TEL: (253)931-7461
FAX: (253)931-7824
DEBBIE.NORMAN@GSA.GOV

2. PAYMENT INFORMATION
A. TYPE
N REFUND DUE Y PAID IN FULL
B. AMOUNT: C. FORM OF PAYMENT: V
$1550.00 43263 027677
D. REGISTER/REPORT NO.
(INTERNAL USE ONLY)
PA310916/1305E8-3149-0003
E. REG TYPE: O (INTERNAL USE ONLY)

3. DEPOSIT INFORMATION
A. APPROPRIATION ACCOUNT NUMBER
255X4671

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED. PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE PROPERTY BY, UNLESS NOTIFIED BY GSA: 08/09/13

5. COLLECTION OFFICER
/S/ TERRY WONG
07/27/13

6. PURCHASER
BIDDER NO.: 233518
SNOW ,
PETER T
BOX 143
MCGRATH
AK 99627
TEL: (907)524-3710
FAX:
PSNOW22@HOTMAIL.COM

7. OWNING AGENCY OR REPORTING OFFICE
7600 SAND POINT WAY, NE
SEATTLE
WA 98115
KELLY HARRIS
TEL: (907)271-5133
FAX: (907)271-3711

8B. SIGNATURE OF PURCHASER OR DESIGNATED PERSON (ACCOMPANIED WITH WRITTEN AUTHORIZATION) 8/9/2013

8A. PROPERTY LOCATION
US DEPT OF COMMERCE NOAA NOS ORR

401 CHINANA ANEUE
MCGRATH
AK 99627
KELLY HARRIS
TEL: (907)271-5133
FAX: (907)271-3711
KELLY.HARRIS@NOAA.GOV

8C. DATE 8/10/13

8D. EXCEPTIONS NOTED BELOW
_ YES _ NO

9. PROPERTY DESCRIPTION

A. SALE NO.	B. LOT NO.	C. CONTRACT NO.	D. QUANTITY	E. UNIT
A1QSCI13114	109	GS0AF13FBE4617	1	LT

YEAR: 1998, MAKE: CHEVROLET , MODEL: S10
VIN: 1GCCT19W2W8169898 MILEAGE: UNKNOWN
PICKUP, 1998 FORD RANGER, 6 CYL, A/T, GREEN
COLOR, (1305E8-3149-0003)***LOCATED IN BETHEL,
ALASKA***BID CAREFULLY AS SHIPPING FROM ALASKA IS
COSTLY***NOTE: APPT IS REQUIRED FOR INSPECTION
AND/OR REMOVAL***10 DAY REMOVAL PER CONTRACT***