

(c) GSA will assist agencies in meeting their requirements for property of the types excepted by this part from formal reporting as excess. Federal agencies requiring such property should contact the appropriate GSA regional office indicated in §101-43.4802. GSA area utilization officers, stationed at key excess generating points throughout the United States, screen and offer nonreported personal property as it becomes available for transfer.

(d) GSA regional offices will screen all requests for replenishment of stock and direct delivery purchase requests submitted by agencies against lists of excess personal property available in their regions. GSA may take physical custody of such excess personal property for redistribution or may direct its transfer to executive agencies instead of procurement of new property from commercial sources of supply. Notice of intent to substitute will be provided to the ordering agency if the excess personal property is used, rehabilitated, or differs in some substantial characteristics from the item ordered. This will give the ordering agency an opportunity to inspect the property before shipment. Acceptance of excess personal property under these circumstances shall be required unless the using agency submits a written justification stating that such transfers or substitutions would result in serious hardship or impairment to its operations.

(e) Part 101-27 prescribes standards for executive agencies use in computing inventory levels. To encourage the use of excess property which might otherwise be disposed of as surplus, inventory levels may be adjusted upward when items of stock are to be acquired from excess sources. Such adjustments should be computed with caution and arrived at after careful analysis which gives consideration to the factors set forth in part 101-27 and this part. Generally, acquisitions of items for inventory from excess shall not exceed a 2-year supply except when:

(1) A greater quantity is needed to meet known requirements for an authorized planned program.

(2) The item is not available without special manufacture and a predictable requirement exists.

(3) Administrative determination has been made that in application of the economic order quantity (EOQ) principle of stock replenishment within an agency, an inventory level in excess of 2 years is appropriate for low dollar-volume items.

(4) The items are being transferred into authorized stock funds for resale to other Government agencies.

(5) In addition, the following conditions should be met prior to acquisition of excess:

(i) There must be a predictable requirement for an authorized program.

(ii) The cost of acquisition, including packing and shipping, carrying in inventory, and preservation, shall not exceed delivered cost of new material.

(iii) The supply acquired does not exceed the expected shelf life, considering condition at time of acquisition.

(iv) The supply of spare parts acquired shall not exceed the life expectancy of the equipment supported.

§ 101-43.303 Retention of custody.

(a) GSA may direct the holding agency to retain custody of property reported to GSA for utilization, donation, or sales action pending disposition. The holding agency shall make adequate provisions for the protection of property in its custody and reported to GSA against the hazards of fire, theft, vandalism, and weather commensurate with the condition and value of the property and the availability of storage space.

(b) GSA may order transfer of partial or total custody to other executive agencies, with their consent.

(c) At the end of a period of 180 days from the date the property is made available to GSA, the holding agency may, upon proper notification to the appropriate regional Federal Supply Service Bureau, elect to assume the responsibility to complete the disposal in compliance with all the processing requirements of this subchapter H normally performed by GSA, except that property pending transfer or donation for a known requirement and property offered for sale in an invitation for bids will not be returned to holding agency

control. Such property may be returned to holding agency control if the pending transfer or donation cannot be completed or the pending sales offering produces no bids.

§ 101-43.304 Reporting requirements.

§ 101-43.304-1 Reporting.

(a) Excess personal property shall be reported promptly in accordance with the Federal supply classification (FSC) groups and classes in § 101-43.4801 with descriptions in sufficient detail to permit transfer or sale without further reference to the holding agency. In the absence of these descriptions, adequate commercial descriptions shall be substituted. Exceptions to these reporting requirements are covered in § 101-43.305. Whenever possible, the national stock number (NSN) shall be provided as part of the description. It is essential that the excess personal property report reflect the true condition of the property as of the date it is reported excess through assignment of the appropriate disposal condition code designation as defined in § 101-43.4801(e). Each Department of Defense (DoD) excess personal property report must also contain the appropriate supply condition code as defined in § 101-43.4801(f), except reports of contractor inventory when a determination is made that inclusion of the supply condition code is impractical. When available from property records, civilian agencies shall also include the appropriate supply condition code in excess personal property reports. To expedite processing, reports may be submitted up to 60 days prior to the actual date of property availability, provided that the report clearly indicates this pending status and reflects the date on which the property will be determined excess.

(b) When an item of equipment is reported as excess, any available operating manual, parts list, circuit or wiring diagram, maintenance record log, or other instructional or information publication or brochure pertaining to the equipment shall be reported.

(c) If the property reported is a pre-fabricated movable structure that has been installed in a permanent manner

and if the reporting agency requires that the site be restored at the expense of the transferee, donee, or purchaser, the nature and estimated cost of restoration shall be included.

(d) When the property being reported is an excess strategic or critical material previously reported to GSA in accordance with subpart 101-14.1 but not accepted for transfer to the national stockpile, the fact that the material was previously reported shall be noted.

§ 101-43.304-2 Form and distribution of reports.

(a) Reports of excess property shall be made on Standard Form (SF) 120, Report of Excess Personal Property, and SF 120A, Continuation Sheet (Report of Excess Personal Property), illustrated at §§ 101-43.4901-120 and 101-43.4901-120A respectively, in accordance with the instructions in § 101-43.4901-120-1, or, when acceptable to GSA, by automatic data processing (ADP) media. Federal agencies having or developing automated property management systems should consider automated reporting of excess property as a means of reducing workload and expediting the reporting process.

(b) The SF 120 and SF 120A shall be submitted in an original and three copies. Reporting by ADP media shall be as specified and approved by GSA. Reports shall be directed to the GSA regional office for the region in which the property is located (see § 101-43.4802). However, reports of fixed-wing and rotary-wing aircraft shall be submitted to the General Services Administration (9FB), San Francisco, CA 94015, and excess Standard forms, with samples of these forms, shall be submitted to the General Services Administration (7FB), Ft. Worth, TX 76102, for potential redistribution under the Standard forms program. Reports of excess ADPE shall be submitted as set forth in FIRMR part 201-33 (41 CFR part 201-33), except for reports of excess auxiliary or accessorial ADPE with a unit original acquisition cost of \$1,500 or less, which shall be submitted in accordance with this § 101-43.304-2.