



Personal Property Disposal

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National Operations Center

Training Objectives

- ▶ What is Personal Property?
- ▶ When does BLM Dispose of Property
- ▶ Why does BLM Dispose of Property
- ▶ Disposal Precedence and Methods
- ▶ Form 1520-61 – Personal Property Disposal Report
- ▶ GSAXcess
- ▶ Exchange/Sale of Property
- ▶ Computers for Learning

Personal Property Definitions

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- ▶ Surplus Property – no longer needed by federal government

What is Personal Property



Personal Property

- ▶ **Capitalized** – cost threshold
 - ▶ Personal: over \$5000 per item
 - ▶ Vehicle: over \$15000 per vehicle (I-tags)



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Bureau Sensitive – pilferable & small items

Designated by Bureau or Field Office

- Computers, GPS units, radios, firearms
- M-tags



Disposal - When

- ▶ Property is no longer needed by BLM activity

Disposal - When

- ▶ Property is no longer needed by BLM activity
- ▶ What is the condition?
 1. Serviceable?
 2. Donatable?
 3. Recyclable?
 4. Unusable or Obsolete?
 5. Scrap?
 6. Lost, Damaged or Stolen? (Report of Survey)

Disposal Documents

- ▶ 1520-61 – complete & send to NOC
 - ▶ Transfer, Sell, Trade-in, Donate, Recycle, Scrap or Salvage

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- ▶ GSAXcess – list in GSA
 - ▶ Transfer, Sell, CFL,
 - ▶ GSAXcess provides end-of-year reports
 - ▶ Listing items in GSAXcess is preferred way to dispose

Disposal Documents

- ▶ SF-122
 - ▶ Transfer outside of DOI
 - ▶ Original NOC, Copy to GSA
 - ▶ If line items exceed \$10,000 – get GSA approval

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Disposal - Why

- ▶ 41 Code of Federal Regulations 102 – B

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- ▶ 410 Department Manual 114-60 IPMD (Interior Property Management Directive)
- ▶ Computers for Learning - Executive Order 12999
Stevenson-Wydler Technology Innovation Act 1980

Disposal - Why

- ▶ Maximize re-utilization of excess property
- ▶ Generate sale proceeds for Working Capital Fund
- ▶ General Ledger accounting for capitalized property
- ▶ Maintain compliance & follow regulations
- ▶ Minimize environmental impact
- ▶ Minimize storage of un-needed items



Disposal - Sequence

1st – BLM

2nd – Department of the Interior

3rd – Federal Government

4th – State Agency for Surplus Property (SASP)
– Computers for Learning (CFL)

5th – Sale through GSA Auctions

6th – Recycle (E-Stewards, R2, USPS BlueEarth)

7th – Abandon or Scrap

Disposal - Considerations

Can BLM reuse?

Can the federal government reuse?

Can the property be traded in for credit?

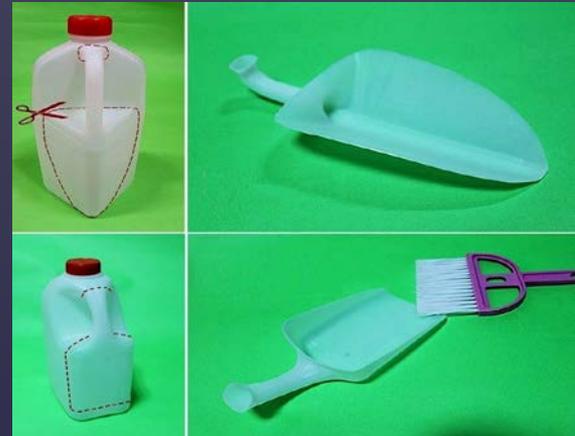
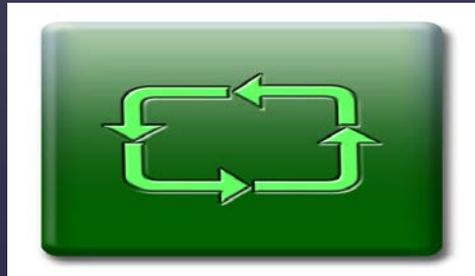
Can the property be sold?

Does the property need to be recycled?

Is property worth keeping? Can we scrap it?

1st – BLM Reuse

- ▶ Transfer within BLM
- ▶ Use a DI-104 or 1520-61
- ▶ If a vehicle – Call NOC Fleet Manager
- ▶ FBMS – transfer to receiving office



2nd – Department of the Interior IADS

- ▶ GSAXcess – Interior Asset Disposal System (IADS)!
- ▶ GSA generates Transfer Order
- ▶ FBMS – retire asset after transfer
- ▶ Signed Transfer Order to OC-653
- ▶ Field retain copy



2nd – Department of the Interior IADS

- ▶ Interior Asset Disposal System (IADS) – 15 days
- ▶ CFL or Stevenson-Wydler here (can freeze)
- ▶ Government-wide screening – 7 days
- ▶ GSA Auctions – 12 days (7 day sale)
- ▶ GSA release back to BLM custodian



3rd – Federal Government

- ▶ GSAXcess – Government- wide screening – 2 - 4 days
- ▶ GSA generates Transfer Order
- ▶ FBMS – retire asset after transfer
- ▶ Signed Transfer Order to OC-653
- ▶ Field retain copy
- ▶ Disposal log

4th – SASP or CFL

- ▶ Excess Status
- ▶ State Agency for Surplus Property (SASP) can claim property
- ▶ Computers for Learning (CFL) – school must be registered in CFL System (K-12)
- ▶ Stevenson-Wydler – research use (education or technology institution)
- ▶ GSA will issue a Transfer Order

Working Capital Fund (WCF) Vehicle Sales

- ▶ I-Tag vehicles that are WCF (GSA vehicles leased only)
- ▶ NOC gathers disposal data (WO Sharepoint)
- ▶ NOC sets sales price & lists on GSAXcess
- ▶ GSA facilitates sale
- ▶ Proceeds go back into WCF
- ▶ GSA generates receipt and SF-97

SF-122 Transfer Outside DOI

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION		TRANSFER ORDER EXCESS PERSONAL PROPERTY			FORM NO. 122 FAYAR0225	
		2. DATE				
3. TO: GENERAL SERVICES ADMINISTRATION			4. ORDERING AGENCY (Full name and address)*			
5. HOLDING AGENCY (Name and address)* USDI Bureau of Land Management, DC-653, DFC, Bldg. 30, PO Box 25947, Denver, CO 80225			6. SHIP TO (Consignee and destination)*			
7. LOCATION OF PROPERTY			8. SHIPPING INSTRUCTIONS			
9. ORDERING AGENCY APPROVAL			10. APPROPRIATIONS SYMBOL AND TITLE			
A. SIGNATURE		B. DATE				
C. TITLE			11. ALLOTMENT		12. GOVERNMENTAL NO.	
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)	QUANTIT Y (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		See the attached Available # for the list of excess personal property items.				
		Received by _____				
		Date _____				
14. GSA APPROVAL		A. SIGNATURE		B. TITLE		C. DATE

DI-104 Transfer within DOI

DI-104
(Rev. 6/88)

UNITED STATES DEPARTMENT OF THE INTERIOR		Page _____ of _____		
TRANSFER OF PROPERTY		Report No. _____		
		Date _____		
Transfer From: (Organization and Complete Address)		Transfer To: (Organization and Complete Address)		
Appropriation and Accounting Data:				
ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION <i>(Include model & serial number)</i>	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE
SHIPPING AND RECEIVING INFORMATION				
Date Shipped:		Date Received:		
Authorized Signature:		Authorized Signature:		
Official Title:		Official Title:		
Adjustment to property records (Property Official Signature):	Date Completed	Financial Official Signature (if Required):	Date Completed	

*U.S. GPO: 1990-573-017/27008



1520-34 Motor Vehicle Disposal

United States Department of the Interior Bureau of Land Management Available Property Report		Page of Pages			
To: OC-653, Property Operations Section		Report No.	Date		
From:					
Number	ITEM AND DESCRIPTION	QTY	Original cost		COND. CODE
			UNIT	TOTAL	
1-plate Equip # Asset #	Body Type: Pickup: bed length: _____ Number of doors: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 MFG: MFG Year: Model: VIN or Serial No.: <input type="checkbox"/> 4x4 or <input type="checkbox"/> 4x2 wheel drive GVWR: CYL: CID (engine size): <input type="checkbox"/> Diesel; <input type="checkbox"/> Gas; or <input type="checkbox"/> Other _____ Wheelbase (optional): Transmission: Exterior Color: Interior Color: Accessories (See second page) Damages: Needed repairs: I certify that the mileage is actual. Odometer: by: If different from Block "From:" above, Point of Contact: Point of Contact phone number: Point of Contact fax number: Physical location of vehicle:				
The above listed property has been inspected and the description(s) and condition(s) provided is (are) correct.		Name and Title			
Signature					

ACCESSORIES

Check applicable accessories.

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Rear Air	<input type="checkbox"/> Power Steering
<input type="checkbox"/> Power Door Locks	<input type="checkbox"/> Power Windows	<input type="checkbox"/> Tilt Wheel
<input type="checkbox"/> Cruise Control	<input type="checkbox"/> AM/FM Stereo Radio <input type="checkbox"/> Cassette <input type="checkbox"/> CD Player	<input type="checkbox"/> Dual Air Bags
<input type="checkbox"/> ABS (4-Wheel)	Upholstery: <input type="checkbox"/> Vinyl <input type="checkbox"/> Cloth <input type="checkbox"/> Leather	<input type="checkbox"/> Power Seat <input type="checkbox"/> Dual Power Seats
<input type="checkbox"/> Third Seat	<input type="checkbox"/> Quad Seating	<input type="checkbox"/> Roof Rack
<input type="checkbox"/> Tinted Glass	<input type="checkbox"/> Running Boards	<input type="checkbox"/> Trailer Towing Pkg.
<input type="checkbox"/> Grille Guard	<input type="checkbox"/> Winch	<input type="checkbox"/> Optional Fuel Tank
<input type="checkbox"/> Rear Window Wiper <input type="checkbox"/> Rear Window Defroster	<input type="checkbox"/> Intermittent Wipers	<input type="checkbox"/> Power Mirrors
<input type="checkbox"/> Bed liner	Number of Passengers: _____	<input type="checkbox"/> Others (please list)
<input type="checkbox"/> Was used as Law Enforcement <input type="checkbox"/> Console <input type="checkbox"/> No console <input type="checkbox"/> Used as undercover		

Revised: 12/8/2008

* Statement will read "Used as law enforcement and may be rough due to off-road use; numerous holes from radio, cage, and light bar - de-installment."
 If checked "Used as undercover," statement will read "Used as law enforcement and may be

Working Capital Fund Vehicle Sales

- ▶ I-Tag vehicles that are WCF (GSA are turned back in)
- ▶ NOC gathers disposal data (WO Sharepoint)
- ▶ NOC sets sales price & lists on GSAXcess
- ▶ GSA facilitates sale
- ▶ Proceeds go back into vehicle class WCF
- ▶ GSA generates receipt and SF-97



Exchange/Sale for Vehicles

- ▶ BLM sells I-Tag vehicles due for replacement thru GSA
- ▶ 1st – sell other government agencies or tax-supported
- ▶ 2nd – sell to public
- ▶ GSA will issue receipt and SF-97
- ▶ Bidder responsible for pick-up
- ▶ Vehicles sold “As Is”



Exchange/Sale for Vehicles

- ▶ List all major damages & repair work needed
- ▶ Retain Historical file for 1 year after sale
- ▶ Buyer will pick up from site – no delivery
- ▶ Verify identification & have buyer sign receipt
- ▶ Copy of signed receipt to NOC and GSA

ATV/UTV Vendor Trade-Ins

- ▶ Use 1520-61 form
- ▶ Provide:

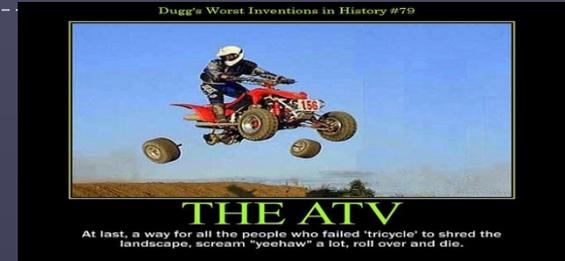
Vin #	Year	Acquisition Cost
Make	Model	Vendor Information
Trade-in \$\$		



- * NOC will provide SF-97 to Vendor
- * 4 wheel ATVs: traded in to vendor – no public sales

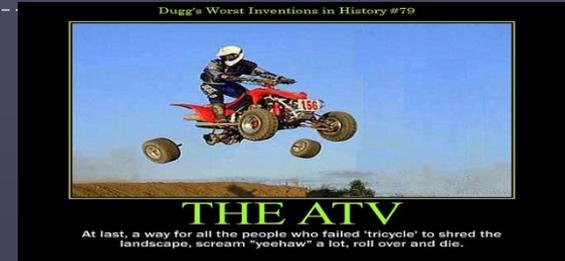
ATV Disposal

- ▶ 3 wheel ATV's - mutilate
- ▶ 4 wheel ATV's – dealer or mutilate
- ▶ **41 CFR 101-45.004 All Terrain Vehicles**
- ▶ **(a)** Three-wheeled all terrain vehicles (ATVs) may be offered for public sale only after they have been mutilated in a manner to prevent operational use.



ATV Disposal

- ▶ 3 wheel ATV's - mutilate
- ▶ 4 wheel ATV's – dealer or mutilate
- ▶ **41 CFR 101-45.004 All Terrain Vehicles**
- ▶ (a) Three-wheeled all terrain vehicles (ATVs) may be offered for public sale only after they have been mutilated in a manner to prevent operational use.
- ▶ (b) Four-wheeled ATVs no longer needed by the Government can be exchanged with a dealer under the provisions of part 102-39 of the Federal Management Regulation. If the unit cannot be exchanged, four-wheeled ATVs may be offered for public sale only after they have been mutilated in a manner to prevent operational use.



GSA Auctions

- ▶ GSA sale site
- ▶ Open to public
- ▶ Sold to highest bidder
- ▶ GSA will issue Purchasers Receipt
- ▶ GSA will issue SF-97 for vehicle sales
- ▶ WCF (vehicle) proceeds – returned to WCF
- ▶ Other proceeds – U. S. Treasury



GSA Auctions – BLM Page

GSA MySales
U.S. General Services Administration

User Guides **FAQ** **Program Links** **Contact Us**

• Access Request Form • Area Property Officer • National Utilization Officer • Property Sales Offices • Agency Bureau Codes • IT

Welcome to MySales
Enter User ID and Password then click 'Login' button



MySales Login

If you already have User ID and Password, please enter below:

User ID

Password [Login](#)

Change Password? Enter User ID, Password and Click [here](#)

Need Login Help? Click [here](#)

MySales Help Desk
By Phone (Toll Free) 1-866-333-7472
By Email at mysales.helpdesk@gsa.gov

MySales Practice Login
Click here to Login to [MySales Practice](#).

MySales is a website that affords federal agencies the means to report, modify and maintain status of their surplus and exchange/sale property reported to GSA to sell.

MySales provides the Federal agencies the capability to report exchange/sale property to sell and to access surplus property reported via [GSAXcess®](#) that was screened worldwide but transferred or donated. By using MySales, agencies will also have the capability to check the sales status of items reported to GSA, modify item data including descriptions, withdraw items available to Sales notices and update user information. Previously, this process was handled manually.

These features will become available in stages. Checking the sales status of items reported to GSA and withdrawing items available for sale are currently available. The other features will be available at a later time.

In addition, MySales provides a Custodial User Maintenance screen that is available only to those authorized officials or designated persons appointed by agency. The user will be able to add users, update user information and change your password and levels of access.

MySales is available to authorized users. See Frequently Asked Questions (FAQ) to learn how to become an authorized user and how to use MySales.

[\[FAS Home\]](#) [\[MySales Browser Troubleshooting Guide\]](#) [\[GSA Home\]](#) [\[Supported Browsers\]](#)


Government Made Easy

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring.

GSA Auctions – Public Home Page

GSA AuctionsSM
...a GovSales.gov partner

Find us on Facebook

Home All Categories Real Estate Offline Sales

All Categories Search Advanced Search

Browse by Category

- Agricultural Equipment and Supplies (8)
- Aircraft and Aircraft Parts (3)
- Boats and Marine Equipment (6)
- Communication Equipment (22)
- Computer Equipment and Accessories (91)
- Construction Equipment (12)
- Electrical and Electronic Equipment and Components (15)
- Fire Trucks and Fire Fighting Equipment (20)
- Furniture (136)
- Hand Tools & Shop Equipment (6)
- Household/Personal (16)
- Industrial Machinery (18)
- Jewelry & Exotic Collectibles (86)
- Lab Equipment (28)
- Medical, Dental, and Veterinary Equipment and Supplies (65)
- Miscellaneous (66)
- Motorcycles & Bicycles (10)
- NASA Shuttle/Hubble (0)
- Office Equipment and Supplies (50)
- Photographic Equipment (34)
- Trailers, Tractors and Manufactured Housing (36)
- Real Estate (11)
- Vehicles (282)

Browse By Location

Browse By Status

Distance Search

Featured Items



2012 CERVELO S5 TEAM BLACK 48 BICYCLE



APPLE PRODUCTS



COMPUTERS, LAPTOPS, TONER, POWER CORDS



SAMSUNG TELEVISIONS AND BLU RAY



PHOTOGRAPHIC EQUIPMENT



CANON PIXMA MG 8220 PRINTER

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- ▶ Emphasis on “Green Recycling”
- ▶ BLM is required to use e-Stewards or R2 certified recyclers for electronics

Thank You!

Questions?

