

PERSONAL PROPERTY DISPOSAL SESSION

Announcer: The Bureau of Land Management presents live from the BLM National Training Center in Phoenix, Arizona. An overview of BLM's Fleet Management and Personal Property Programs. And now, the host of your program, Precious Parsons.

Precious Parsons: Hello, and welcome back to those of you joining us again, and good afternoon to those of you joining us for the first time.

This is the Day Two afternoon session of our two-day overview of BLM's Fleet Management and Personal Property Programs where we've been reviewing the four major aspects of those two programs.

Joining us again is Martin Cobb, the National Utilization Officer and Property Disposal Specialist for the BLM's National Operations Center in Denver, Colorado. Glad to see you here again, Martin. Are you ready for the next session?

Martin Cobb: I'm ready to go.

Precious Parsons: Awesome. This morning we discussed Personal Property Inventory and Report of Survey and this afternoon we'll talk about Personal Property Disposal. We've been addressing the four major aspects of BLM's Fleet Management and Personal Property Programs and also covering related topics and providing a basic understanding of fleet and personal property policies and procedures, as well as an overview of FBMS data entry. We'll have time later in this session to answer any questions you may have about Personal Property Disposal and to respond to any questions you couldn't get to this morning and yesterday's presentation.

To ask your questions, just use the numbers and address shown on your screen. The phone number is 877-862-5346, and the fax number is 602-906-5701. And the email and text address is BLM_TC_telecast@blm.gov. And with that, I will just turn it over to you, Martin.

Martin Cobb: Thank you. Thank you. Before we start this last session, I would like to thank Precious and the training center for allowing me to give these presentations for their support, for their guidance and for their professionalism. Thank you very much. I appreciate that.

Precious Parsons: No problem, Martin.

Martin Cobb: Let's get started. Our last session is on Personal Property Disposal. And as you know, we have talked about the life cycle of property, from acquisition, to inventory to usage and now we're getting to the disposal piece, which would be towards the end of the property's life cycle. Our objectives are, again, what is personal property? A review of that. When does the BLM dispose of property? Why? Disposal precedence

and methods. Some of the forms that we use, both the 1520-61. We will chat about GSAccess, Exchange sale of property, and computers for learning.

Precious Parsons: All right, Martin, thank you for the overview. I know you mentioned a while ago, the definition of personal property. Can you go over that again with us, just to remind us?

Martin Cobb: Certainly. Personal property is going to be any property except for real property and records, of course. This is going to include laptops, computers, desktops, vehicles, heavy equipment, furniture, boats, trailers, signs, camping gear. Personal property is the things that we use in the BLM to accomplish our mission, excluding real property buildings and records.

Precious Parsons: All right. Thank you.

Martin Cobb: Certainly, certainly. I would like to talk about two things before we get started; Excess Property and Surplus Property. These are two definitions that often become confused, but they are very, very important. I want to make sure you, as the field property folks and at the state level have a firm grasp on these two definitions.

If something is classified as excess property, it's still within the control and the purview of the federal government. It can still be of use within the federal government. A term called utilization, how excess property is utilized within the federal government, either within the BLM itself, for example, if field office A no longer needs water tanks, perhaps field office B might. So that would -- that would be excess, or perhaps the Forest Service or Fish & Wildlife Service might be able to use these items.

Surplus property is property that is of no longer use to the federal government. Surplus property is items that have been screened through GSAccess, through IADS and no one has claimed it and then it rolls into GSA auctions for sale to the general public. Very similar to eBay. Very similar to eBay. Excess within the federal government, surplus property no longer needed by the federal government. Again for personal property here's some examples, the grater, the hand held radios, the computers, vehicles, office furniture, as well as camping gear, cameras, laptops, iPads, what have you.

Personal property will have various thresholds for things that are capitalized and that we -- assets that we track, as well as bureau sensitive items that we have talked about in several presentations before the computers, the GPS units, the radios, and the firearms.

When do we dispose of property? When property is no longer needed by a BLM activity. Of course, this makes sense, but if you have property that you no longer need at your field office, at your state office, and if you suspect that others might be able to use it, let me know or put it on the BLM state property email site and this will go out so others can see it. Specifically, trailers. Frequently we have trailers that are no longer needed at a field office, but another field office might need them to haul ATVs, to haul heavy

equipment. So items such as that, if your field office no longer needs it or your district no longer needs it, let me know, and we'll put that out to the rest of the BLM and there's a very, very good chance that someone else can use that. They will come get it. Of course, the transfer documentation would be the DI-104.

When we are talking about property that we are going to dispose of, we need to look at what its condition is. Is it serviceable? Can it still be used within the BLM, within the Department of the Interior, within the federal government?

Is it donatable? And here we will talk about computers for learning. Frequently, we donate things through computers for learning, either through Executive Order 12999 or Stevenson-Wydler Technology Innovation Act of 1980.

Is it recyclable? We now have specific parameters that we need to follow, Precious, whenever we recycle items and we will talk about those.

Is it unusable or obsolete? Is it scrap? There's a difference between something being scrap and something being salvage or has it been lost, damaged or stolen, and then, of course, we would do a Report of Survey.

Precious Parsons: Okay. So now we know when it's time to dispose of an item. Is there any particular documentation we should be filling out when we decide to dispose of the property?

Martin Cobb: Yes. Yes. The primary document that we use in the BLM is the 1520-61. Now, this document has replaced the certificate of unserviceable DI-103A in the BLM for personal property. The 1520-61 is completed and it's sent to the National Operations Center. This is a catch-all document, if you will, for transfer, for sale, for donation, for recycling, for abandonment and scrap. This document gives you a lot of flexibility and it's where the signatures are obtained of the property manager, the accountable property officer, if required, the custodial property officer, as well as at the state level or up at the National Operations Center.

Also, we can list property in GSAccess and this is -- with GSAccess, we can transfer, sell, or, again, in the CFL or the computers for learning.

We strongly recommend that as much property that's going to be disposed of in the BLM be put in the GSAccess system, because this is a system of record, that allows us as well as GSA to track items electronically in the GSAccess database of things that have been disposed of, and at the end of the year, provides reporting requirements that we need to satisfy for the Department of the Interior. So GSAccess strongly recommended everything that can be put in there, be put in there. So whether we sell vehicles, or computers or what have you, that allows us a system to track it and to do end-of-year reporting. It's our preferred way of disposal.

Another disposal document would be the SF-122. The SF-122s are a GSA document used for excess document -- or excess property that is transferred within the federal government. Usually it's used to transfer outside of the Department of the Interior. An example would be where the BLM would want to transfer something to the Forest Service, which, of course is the Department of Agriculture. It's Ag. Then the SF-122 would be used to document this transfer from us, the BLM, to them, the Forest Service. And this document, once everything is signed, a copy would go to the regional office of GSA. If the line items are less than \$10,000 on these documents, then GSA initial approval is not required up front. They just need to get the document when the transfer is all done.

If the line items exceed \$10,000 per line item, then verbal approval is required by GSA from the various regional offices, either up in Auburn, Washington, in California, or originate in Denver. Once that verbal approval is obtained, then that transfer can take place.

The transfer within DOI, of course, is the DI-104, very simple document, and the original DI-104, the original SF-122 or 1520-61 should come up to the National Operations Center, and scan copies are fine. Scan copies are fine. Yes, Precious.

Precious Parsons: We have a question from a person that emailed us in Oregon. And she wants to know, who sends the SF-122 form to GSA?

Martin Cobb: The onus per the GSA instruction of who is responsible to send the SF-122 to GSA is the receiving agency. The receiving agency. So if we as BLM transfer something to the Forest Service, the Forest Service should transfer that -- a copy of that SF-122 up to GSA. We as BLM can send GSA a courtesy copy, just so all the records stay straight, but per the GSA instructions and requirements, the onus is on the receiving agency to forward that SF-122. A very good question. Thank you.

Precious Parsons: Thank you, Martin. Now we explained when and we explained how. Could you also explain why it's important for us to dispose of personal property?

Martin Cobb: Well, we have the CFR, the Code of Federal Regulations that give us permission and authority to, as well as a departmental manual. Also, disposing of property that the federal government no longer needs can help out schools under the computers for learning. That is the executive order 12999, also the Stevenson-Wydler Technology Innovation Act of 1980.

Another reason we get rid of property is besides reutilization to take the property we no longer need at a field office, where it can be used elsewhere within the BLM, or within the federal government, when we sell vehicles, which I will talk about here a little later on in the presentation, this allows us to recoup proceeds from the sale of those vehicles. That goes back into the working capital fund. Disposal of capitalized property also allows us to balance the books, if you will with the general ledger. It allows us to maintain

compliance and follow regulations. For example, with recycling, there's certain recyclers now for Federal Electronic Assets or FEA that we need to use, whether it's R2 designation or E-stewards. In our disposal efforts, we certainly do want to focus on minimizing the environmental impact. Can we keep things out of the landfill? That is being green. That's being good stewards of the property that we have. And as far as costs, what we want to do as a BLM is minimize the storage of unneeded items.

We don't want our old stuff just to stack up and stack up in the warehouses and peoples' cubicles, what have you. If we don't need them anymore, let's find a place where this property can be used, most efficiently, either within the federal government or without.

Precious Parsons: Alright, thank you for explaining the why. That's really important for people to understand.

Martin Cobb: Okay.

Precious Parsons: So now let's talk about the disposal sequence, and then also could you share some considerations when deciding if the property should be disposed of?

Martin Cobb: Well, this list that I just went over are some considerations. The disposal sequence, as mentioned before can the property be used within the BLM? Can it be used at another field office or state office, what have you? Then can it be used within the Department of the Interior?

Our federal management regulations and federal property management regulations stipulate that we try and reutilize property as much as possible within the federal government before we go elsewhere.

That's why whenever property is entered into GSAccess, you will be entering it into the IADS system, the Interior Asset Disposal System, and IADS, which is a system within GSAccess, is accessible by only the Department of the Interior folks. And so that allows them to have first look at this property. If no one in the Department of the Interior, Parks, BIA, what have you, has an interest, then it rolls over into GSAccess where it's visible to the federal government at large. And here is where we'll find property that can be viewed by schools in the CFL program, that can be viewed by SASPs, the State Agency for Surplus Property. The SASP is an organization at each state that has access to both excess and surplus federal property and can facilitate disposal of this property to nonprofits, schools, to various organizations that are eligible under the SASP program to receive excess or surplus federal property.

We can also sell it through GSA auctions. If property is not picked up, either through IADS or for transfer to another federal agency or the SASP or CFL, then it will roll to a new site called GSA auctions. GSA auctions, now the property has become surplus. Remember, we talked excess property can be still used within the federal government, once it becomes surplus.

It is now no one in the federal government desires it and now it can be sold to the general public. We frequently sell our vehicles through GSA auctions. We can also, if no one wants this property, we can recycle it through E-stewards or R2. These are two types of designations that recycling companies or firms, they have to submit to the federal government and be certified or send through USPS BlueEarth or we can abandon or scrap. This is the generalized sequence to dispose of items.

If there are things, for example, electronic gear that doesn't work, it's old, it's obsolete, and the property manager feels the only way to best recycle or dispose of this is to send it to a certified recycler, that can be done also. Or if it's just scrap metal laying around they could take it to a scrap yard, because another consideration in this disposal process is what is cost efficient to the government.

What makes the most sense in storage, in handling, in people's time and so there's some judgment that goes into this disposal sequence, but this will give you a generalized overview of the sequence.

Precious Parsons: Thank you for that. Appreciate it.

Martin Cobb: You're welcome. Did we get a question?

Precious Parsons: We did. We did. We did! And you kind of answered it a little bit, but it has to do with the GSAccess systems, if an item is not purchased. Is there a process to dispose of the item from GSAccess or is there another procedure for recycling the item?

Martin Cobb: Yes. Yes. If an item is not purchased in GSAccess, eventually GSA will send the field office or whoever entered that item into GSAccess an email with authorization to dispose of as they see fit. So an item will not remain in GSAccess forever.

Precious Parsons: Okay.

Martin Cobb: All of our vehicles sell and if something lingers, if you will into GSA, GSAccess, a very short email will come from the regional office that says it has not sold. We have not been able to dispose of it. Now you as the property manager can dispose of it as you see fit. Usually what happens then is it's either recycled or treated as a scrap.

Precious Parsons: All right. Thank you. And that question came from Fred Silvers.

Martin Cobb: Thanks Fred.

Precious Parsons: Thank you Fred. All right. I know you mentioned some considerations earlier, but what are some helpful questions one can ask when they are deciding which way to go and how to proceed?

Martin Cobb: Again, as we covered, is the property serviceable? Can it be used by someone else or is it obsolete? Does the property have value? Can it be sold on GSA, in MySales or the GSA auction site. So some money comes back to the federal government, is it -- is it taking up too much room? Can I recycle this using USPS BlueEarth, which is a very good program. If you need access, please give me a call or an email at the National Operations Center and I will facilitate you getting access to the program.

With this program, USPS BlueEarth, for many small electronic items, you can go in and you can print out a shipping label free of charge, put that on a box, pack some of these items in, and the post office will either accept that box at the post office or the postman may be able to pick that up on his routes.

So that's a good program that is evolving and, again, we have R2 or E-stewards that are certified to recycle items so they don't end up in the landfill and they minimize environmental hazards, what have you, but considerations in disposal, is it operable? Is it safe? Can it be reused? Can we get money for it? Is it taking up room? Things like that would be considerations.

Martin Cobb: And here we have a list of the considerations. Just to go over them. Can we reuse it? Can the federal government reuse it? Can it be traded in for credit? Something I failed to mention. But frequently with ATVs, or UTVs, these items can be traded in when we buy new ones to the vendor for credit. I doubt that the BLM has any three-wheel ATVs left in the inventory. If you do, they need to be mutilated, and made inoperable. UTVs and ATVs cannot be sold to the general public, they need to be traded in so we can get some money back for these ATVs and UTVs. That's a best practice.

That gives the -- this piece of equipment back to the vendor, that we get the new piece of equipment with credit and when the vendor gets this, if they need to title this old piece of equipment, this old ATV or UTV, give me a call, send me an email and I will give you instructions on the information I need to generate a form we call an SF-97.

And the SF-97 is the authority to title a vehicle that the vendor will take to their state licensing office to be able to get title to that ATV or UTV. When GSA sells vehicles for us, sedans, pickups, large equipment, what have you, GSA will generate the SF-97 and send it to the bidder that purchased the vehicle. So for vehicles, GSA does the SF-97. For ATVs and UTVs, I will do the SF-97, as well as trailers. I will do trailers also. And then again, can the property be sold? Does it need to be recycled? Is it worth keeping? Is it worth keeping? Is it just taking up space? These are considerations.

Precious Parsons: All right. Thank you for those considerations. I know it will be helpful for the field managers and the property managers. So we talked about the disposal sequence. Could you elaborate just a little bit more on the sequence? It may be helpful to answer some questions as far as the specifics to each of the sequences.

Martin Cobb: Okay. Well, first and foremost is reuse. And I can't stress that enough. Can we reuse a piece of equipment, a piece of property that saves the BLM money, saves the federal government money? It's the efficient use of taxpayer dollars and so reuse, reuse, if possible.

We've talked about this in several of the presentations, but reuse is the number one thing that we try to accomplish when we are doing utilization of excess property, and, again, utilization is where we use this process to find a new home, if you will, for property within the federal government. The Department of the Interior IADS system, this is something that resides in GSAccess.

So when you go into GSAccess to list property for sale, you will do it in IADS and IADS is a link at the top of the GSAccess site, and it allows you to enter items in there for sale and, of course, you will have to have information like acquisition costs, manufacturer, year of manufacture, where the property is, a description, pictures help, but that would be our second way to get rid of them, or dispose of the property and if -- of course, if the property goes to another DOI agency, don't forget to dispose of it, to retire the asset after transfer so it's no longer within the BLM's FBMS system.

And that's very critical once we dispose of property, Precious, that if it's capitalized or bureau sensitive, it does get retired very quickly within the FBMS system. Once it leaves your possession, try and retire that within ten days, within ten days. Do not let it linger in FBMS. Retire it within ten days. Here's the IADS again, and the time frames I have here, they are approximate, not exact. They are just for your reference, what I'm finding now, working with IADS and GSAccess, is that these time frames tend to be a little quicker. So property may move a little quicker than what you see here.

If something is transferred, within the Department of the Interior and within IADS, you will get a transfer order from GSA and here's an example of one. The transfer order is authorization from GSA for BLM to transfer this property. It could be to another DOI activity or it could be within the federal government.

Again, as we talked about with our fleet presentation, if you get a transfer order for a vehicle to another federal agency, be sure to contact me first so I can ensure that the funds have been transferred from that federal agency to the BLM. This is very, very important. Funds are transferred in a process we called IPAC. It is a process that usually goes smoothly, but we can have a glitch or two. So we need to ensure that we get the money from Bureau of Indian Affairs, Fish & Wildlife Service, what have you, before we can let that piece of property go. The BLM sells all of our vehicles.

We sell them because we have a working capital fund that was established under FLPMA, the Federal Land Policy Management Act of 1976, and this is a no year fund where it's a bank, if you will, money goes into it, and it allows us to purchase vehicles in the future, thus taking that budgetary responsibility off the field office, off the state office,

off the training center and it allows us to be able to better manage our money, our fleet, and how we get new vehicles. So if there's a transfer, you will get a document like this, a transfer order. The agency that's buying it will get this. You will get this, and the National Operations Center should also get a copy of this also.

We talked about GSAccess, and this is government-wide screening. GSA can generate the transfer order like you just saw. Don't forget to retire the asset and the field will retain a copy of this transfer order. Please send a copy of the transfer order that's signed up to the National Operations Center. Again, scanned copies are fine. That's the easiest way to do it. Scan it, email it to me. I will print it out so we have a copy for our records and then in the future, we may go to just having everything being electronic.

So if we are audited, if we need to find copies, we'll just go back into our files, be it FBMS or another system of record and be able to retrieve those. Let's talk about the SASP. Again, the SASP is the state agency for surplus property, as well as CFL, computers for learning. The property needs to be in an excess status. So the property has now moved out of IADS and into GSAccess. Usually when you list computers, and you list them by their FSC or Federal Supply Classification of a 7010, 7020 or 7021, these items will automatically roll into the computers for learning system. Educational institutions need to register in the CFL system in order to (1) be able to see these items and (2) be able to request them through GSA. If they request them through GSA, you will get a transfer order.

The SASP, the State Agency for Surplus Property can request items also for transfer. Frequently the SASP will also be involved in the sale of vehicles. One thing to be aware of with the SASPs, is that they are self-sufficient, and so they will frequently take a small cut of the sales price or they will add it to the sales price whenever they sell this to a prospective buyer out in -- to a tax-supported agency like a rural fire department or whoever is authorized to buy property from the SASP.

Precious Parsons: Alright, thank you for that.

Martin Cobb: Sure.

Precious Parsons: What about the working capital fund, how is that in relation to the sequence of the sale of the property?

Martin Cobb: The working capital fund stands apart and as we talked about during the fleet presentation, I-Tag vehicles are in the working capital fund. So the field office will pay a monthly utilization rate and fixed ownership rate for these vehicles if they are used during that month and this money goes into the working capital fund to pay for fuel, to pay for oil changes, maintenance and repair on the utilization side and then it goes into a bank, if you will, to -- for the fixed ownership rate to be able to purchase new vehicles on down the road. The proceeds that we get, whenever we sell vehicles through GSA, that goes back into the working capital fund, back into the fixed ownership rate. That

bank -- and so that money is available for purchase of vehicles of that class on down the road. And, again, that relieves, the field office, the state office from having to front 30, 35, \$40,000 to pay for a vehicle within a fiscal year.

Precious Parsons: Mm-hmm. Great. Thank you.

MARTIN COBB: Mm-hmm. Stevenson-Wydler is another act that we can use. Stevenson-Wydler is primarily for research equipment to go to educational institutions. Both computers for learning and Stevenson-Wydler define these items primarily as computer related. And so I would stress to the field that if we use CFL or Stevenson-Wydler, let's use it primarily for computer-related items, modems, printers, those kinds of things are fine. If you have a question about Stevenson-Wydler, I would be happy to chat with you sometime in the future and GSA will issue the -- a transfer order.

Again, we would like to have as much of our disposed property entered into GSA access as possible because that gives us that tool to track it. It gives us that methodology for GSA to send that documentation, both to the purchaser and to us and things go much smoother when we dispose of property through GSAccess.

Here's an overview of the working capital fund, and, again, GSA facilitates the sales. The proceeds go back into the WCF. If it's a vehicle, GSA generates the receipt. If it's an ATV or a trailer that we get trade-in credit for from a vendor, then I will generate the SF-97, but we only sell, of course, I-Tag vehicles through GSAccess. GSA leased vehicles go back to GSA. We don't sell those. And when I set the fair market value of these I-Tag vehicles that we sell, and I take into consideration both salvage value, and fair market value of either the NADA or Kelley Blue Book to set the fair market value.

Precious Parsons: Thank you. So during this presentation, you mentioned a lot of different forms. Can you show us what some of these forms look like so we can just know?

Martin Cobb: Certainly! Let's take a look here. This is the SF-122 for transfer outside of DOI, and, again, this form would be used for the transfer of excess government equipment. There is an SF-123 for surplus, but this is the document that most field offices would use for, again, transferring something to Forest Service that we're not going to get any money back for. This would not be used for vehicles. Those, of course, would go through GSAccess and to sell those. But this would be the SF-122, the DOI-104 for transfer within DOI. A very simple document.

And here's an example of the 1520-61, the disposal report. It -- it's a document that we started using two, three, four years ago. The most recent version is October 2012. There are a couple of versions out there. So I invite you to use the October 2012 version. And it allows for listing of the originating office, the accountable office, putting in the disposal report number, listing the property description, places for signatures of

approval. So this disposal has been approved for -- for the BLM. When we dispose of vehicles, the agency order number is the approval to dispose of that vehicle. So you probably wouldn't use this for vehicle disposal. Those are the two other forms we chatted about in fleet. The 1520-34, and the 1520-35. And then this document allows for when the disposal happens when property records are adjusted. So when the property record is adjusted, in FBMS, this should be filled out, and signed and the dates should coincide. If you retire a piece of property, let's say on the 15th of May, 2015, then this Section G, property records adjustment should also reflect that date. This document finally comes up to the National Operations Center. I will sign at the bottom. If there's any issues, I will get back to the respective field offices and just for clarification, if you are listing a lot of property, you can put in Section B, which says property description, see attached. And then put an Excel spreadsheet of all the property that you are disposing of. This is a common technique that people will use when they dispose of a lot of computers, a lot of handheld radios, items such as that. And so that precludes you from having to use several of these forms with different property numbers. You could, for example, dispose of 15 or 20 handheld radios on one of these forms with one property disposal number, and then a property description just say see attached and have that Excel spreadsheet attached here that would be fine. Also to save the property manager some time and effort.

Precious Parsons: That's very helpful. Thank you for that tip.

Martin Cobb: Certainly. Certainly. Again, this is the motor vehicle disposal report that we talked about when we did fleet, but here's an example. Once again, it's a two page, front, back report.

Items that you really pay attention to here are descriptions of any damages or repairs needed, and accurate odometer reading, filling out the point of contact at the bottom there of the form on the left-hand side with location and phone number, manufacturer, model year, whether it's 4 by 4, the number of doors and then on the right-hand side, checking the various features or accessories that the vehicle has. This is important because when I assess a fair market value, I will look at things like how was the vehicle accessorized? How many miles are on it? What damages does it have? Are there any significant and major damages? Is it a gasoline engine or diesel engine? Very, very important.

A diesel engine when we sell something will increase the value of the vehicles by \$4 to \$6,000, and that's \$4,000 to \$6,000 that comes back into the working capital fund. So whether it's gas or diesel, that's very, very important to make sure that is accurate and correct. And, of course, these two forms will come up with pictures.

We will need pictures of the vehicle and they will be sent to the turn-in vehicle packet site which is on the Washington office SharePoint and once they come up to the National Operations Center, then Jamie Barnes will work with these to make sure that all the information is correct with what he needs to start the disposal process on his end.

And Jamie Barnes, once we continue with the disposal process at the National Operations Center, he will take action to retire this in FBMS and he will take action to -- to make sure that the monthly utilization rate and the fixed ownership rates, those charges get stopped also and he works with finance on that. We sell the vehicles up at the National Operations Center. Proceeds go back into the working capital fund, and, again, GSA generates the receipt and the SF-97.

Precious Parsons: Thank you for that wrap-up. Okay. So let's talk about the sale of vehicles, how BLM, you know, gets the money.

Martin Cobb: How does BLM get the money? Whenever someone bids on a vehicle, the high bidder gets the vehicle, just like eBay. And what that bidder will then do is they will contact GSA or GSA will contact them and say you have won. Now we need you to pay. They can pay with a certified check. Sometimes they pay with a credit card. I've had one vehicle that was purchased with four different credit cards. So the money goes to GSA with whatever financial instrument that they will approve of. Usually a credit card or some sort of certified check. Then once GSA has the money, then GSA will generate that purchaser's receipt and transfer order that allows that purchaser to come to the field office and take possession of that vehicle.

The purchaser's receipt and transfer order is sent to the purchaser, to the field office where the vehicle is, and as well I get a copy. That's why it's so important on the 1520-34, under the contact information, that the phone number and the email are correct. For exchange sale, the other federal agencies have first choice. And then, of course, second are the we sell to the general public. So occasionally we will sell a vehicle to Forest Service or Fish & Wildlife Service or BIA, and, again, if that happens, I need to get involved so we can ensure that the money has been IPACed to us, the BLM and we have it in our account, and then I work with the finance folks to make sure that it gets to the correct working capital fund.

Precious Parsons: All right. Thank you.

Martin Cobb: Vehicles are sold as is. Once the vehicle is made available for sale and parked at the yard, don't move it. Don't take anything out of it. Just leave it as it is, and so when the bidder comes, it will be just like he or she saw in the pictures. There's occasion where the battery dies. We can jump start that battery, but don't add any fluids or fuel.

Don't give the credit card to another federal agency, should they come buy it. Be sure and take the license plates off and send them back to the National Operations Center. They do not go with the vehicle, whether a private party buys it or another federal agency buys it. So those license plates have to be pulled off, and those are just some things to remember when we sell a vehicle. And, again, list all major damages and repair work needed. Retain the historical file or six-way folder for one year after the sale.

If the purchaser would like copies of maintenance that's been done on it, you can certainly make copies of those receipts and ensure that you look at the driver's license or some sort of official identification to match that who's picking the vehicle up was the successful bidder, or that they have sent you a letter authorizing a transportation company to come pick that vehicle up.

Precious Parsons: All right, thank you Martin. I know earlier you were mentioning how the process for disposing of ATVs and UTVs. Can we talk more about that process of trade-ins and disposals?

Martin Cobb: Certainly. Certainly. Again, ATVs and UTVs, we highly encourage that they be traded into a vendor so we can get credit for the purchase of the new ones. The information I need and this can be provided on the 1520-61 or there's a separate form that I can send out, but I need the VIN, the make, the year, the model, the trade-in value, the acquisition cost, and the vendor information.

I need this so I can record it in the database that I keep, as well as send the SF-97 to the vendor. You can see there that it says four-wheel ATVs, traded into vendor, no, public sales. If they are sold to the public, they need to be mutilated and made inoperable. So, don't do that. Just trade them in to the vendor. And here's the CFR that talks about that. Three-wheeled all-terrain vehicles, ATVs may be offered to the public, only after they have been mutilated. I don't think we have any more of those in the inventory.

And four-wheel ATVs, again, those that are no longer needed can be exchanged with a dealer under part 102-39, and it may be offered for public sale only after they have been mutilated in a manner to prevent operational use.

Precious Parsons: All right. Let's talk about the GSAXcess next, if that's okay.

Martin Cobb: That's fine.

Precious Parsons: I want to know more about the GSA auctions.

Martin Cobb: GSA auctions. GSA auctions is very similar to eBay.

Precious Parsons: Mm-hmm.

Martin Cobb: And it's open to the public. People have to register in order to access it and things are sold to the highest bidder. Usually what GSA does is whenever things move through IADS, move through GSAXcess and no longer become access, but become surplus, then GSA will put together sales that go out to the general public on their GSA sales website, not MySales but GSA auctions and these sales usually run from five to seven days. If you go on to the website for GSA auctions, you can find that you can drill down. In fact, here's the screen shot of MySales that's what I see but here's a screen shot of GSA auctions, what the general public would see or BLM employees might see if

they are interested in purchasing something. And on the left-hand side are the various property categories that people can bid on. Yes, federal employees can bid because this is open to everyone. It's open to the general public. So if you see something there, you can certainly bid on it. But, again, it's very similar to eBay. This is surplus, not excess. Surplus. So it goes to the highest bidder, and then whoever wins that highest bid has about 10 days to go pick it up from wherever the property is located. We as a GSA have no obligation, no obligation to pack or ship or transport this property. That is exclusively on the bidder.

Precious Parsons: Good to know. Good to know.

Martin Cobb: Let's talk about recycling. When we recycle things, especially electronic equipment, and usually that's something that has a logic circuit, we like to say it has an on and off switch. It needs to go to either E-stewards or R2 certified.

USPS BlueEarth can also accept some of these items and that's done through the post office. And what happens with that is these items are sent through the post office to a company called Clover Technologies and they are E-steward or R2 certified and then they do the recycling.

Again, we seek to minimize landfill deposits and we have an emphasis on green recycling, being good stewards of the environment, of the earth, green re-cycling is very important to us.

Precious Parsons: Awesome. Awesome. Thank you so much.

Martin Cobb: Certainly.

Precious Parsons: Appreciate this afternoon our discussion. Like this morning, that was good, really good information. Before we get to your questions here are the names and numbers, again, that we mentioned if you need any help, any assistance, take a look. It's Kathy Montgomery (303) 236-9460, Bill Neuendorf (303) 236-2955, and then Adam Boyd (303) 236-0089, Pat Fay (303) 236-6345, Janet Lamar (303) 236-6333, Lois Perin (303) 236-9561, and then Jamie Barnes (303) 236-0453.

Martin Cobb: Correct.

Precious Parsons: All right. So we have a lot of questions. So are you ready?

Martin Cobb: I'm ready.

Precious Parsons: Let's get to the questions we have about Personal Property Disposal, and then after that, we can talk about the remaining questions from the previous sessions this morning and yesterday. As I mentioned earlier, on the bottom of your screen are the numbers and address to use so you can submit your questions.

To call in, the telephone number is 1-877-862-5346. And the fax number is 602-906-5701. And to email or text a message, the address is BLM_TC_telecast@blm.gov. So go ahead and either call, fax, text or email us. All right so the first question is from someone in Oregon.

Martin Cobb: Okay.

Precious Parsons: And she wants to know why are we required to go with GSA when using BLM funds?

Martin Cobb: GSA is the property administrator for the federal government. And we are mandated to use GSA to dispose of. We use a GSA system to acquire vehicles. So GSA is the overall property administrator for the federal government and that's why we use them.

Precious Parsons: All righty. Thank you for clarifying that.

Martin Cobb: Mm-hmm.

Precious Parsons: Another question from Dennis Watkins.

Martin Cobb: Hi, Dennis.

Precious Parsons: Hi Dennis, he's back again.

Martin Cobb: Yes.

Precious Parsons: If you place an order for goods from a vendor and they ship the wrong items, but won't take back the wrong items, what disposal method should we use?

Martin Cobb: Dennis, that's a good question. I will have to think about that. We certainly don't want to abandon or scrap it. My answer right now is perhaps you could work with your contracting officer, if this was bought under contract or credit card to try and work with that vendor to send these items back. That would be my answer.

Precious Parsons: All right. The next question is: Is there a manner in which property can be disposed of in GSAXcess and the proceeds from that disposal be utilized towards the acquisition of a like item, for example, sale and transfer of a boat for a newer boat?

Martin Cobb: We do have exchange sale authority for certain items. There's a laundry list that GSA allows us to do exchange sale authority. Exchange sale authority allows us as the question alludes to, to sell something, take those proceeds and put them back towards the purchase of a like item. Boats, I don't know about. I have not committed that to memory, but I will take that question of yours and answer it offline.

Precious Parsons: All right. Did you want to follow up?

Martin Cobb: Yes. The document that addresses that is a GSA bulletin 10, that has that list of things that we can sell for exchange sale and I will have to consult that before I get back to you.

Precious Parsons: All right. This gentleman, Gary Baker wanted to add on to that question. He would like to know, how does the funds from the sale transfer come back to the benefiting activity or local organization for utilization?

Martin Cobb: They will come back to the benefiting activity whenever something is put up for sale, and we're not talking vehicles here, but if it's something else on that 1520-61, there is a space, it's towards the middle of the form on the right-hand side, that says fund code. In that space, the fund code needs to be listed, where that money is going to go back to, the responsible cost center, the WBS, what have you, and I can help you with that. Once we have that information, we can work with GSA to try to get that money back into that fund code, again, if it's authorized by Bulletin 10.

Precious Parsons: All right. Thank you. We have a caller that will come in here shortly. While we wait on the caller to ask her question, Dennis wanted to also know about donations.

Martin Cobb: Dennis has been busy.

Precious Parsons: He has. Thank you so much Dennis for all of your questions. Can BLM offices donate directly to nonprofit organizations?

Martin Cobb: An outstanding question, Dennis. Donations to nonprofits, again this usually would entail surplus items -- surplus items go through the SASP. The State Agency for Surplus Property. They will make the determination whether the nonprofit a 501(c) or the boy scouts or what have you are eligible for donations of federal property. And they too have a very long list of who they can authorize and facilitate donation of the surplus property to.

Precious Parsons: Awesome, alright Elaine from Oregon, when you are ready, you can request your question. We're ready for you.

Caller: Hi, Martin. It's Elaine.

Martin Cobb: How are you?

Caller: I would like to know at what level of the property folks at the NOC would have as -- in the way of influencing or advising the acquisition staff at the top level there at the NOC on using more of the trade-in incentives when they are purchasing the tech refresh

and with the radio programs to use that -- using the trade-in feature, rather than us having to dispose of the massive amounts of assets. It seems to me that that would be a good way to approach the system.

Martin Cobb: Elaine, great, great question with a lot of complexity. At this point and time, I don't think I can address that adequately, but we do have that question, and I will take it back and do some research for you and get back to you.

Caller: Thank you.

Martin Cobb: Yes, ma'am.

Precious Parsons: Thank you, Elaine for calling in. We have another question from Dennis. And he wants to know who in the BLM can make the decision as to whether an item being entered into IADS can be marked as a reimbursable item?

Martin Cobb: This would fall under both exchange sale and reimbursable surplus. Bulletin 10, again, makes that list of what we can do for exchange sale authority. Dennis, give me a call and we will take a look at Bulletin 10 and we'll chat with GSA and go from there. But, you know, give -- let me work with you on this, as well as the boats and we'll see what we can do to try and get some money back into the BLM. Many things or most things that are sold from the BLM go into miscellaneous receipts for treasury.

Precious Parsons: Awesome. So go ahead and ask some more questions, if you have an opportunity to at this time. In the meantime, we have a couple more questions. This question is from Larry from the Arizona State office, and he would like to know what is the process for recycling companies to get on the BLM approved recycling list?

Martin Cobb: We do not have a BLM approved recycling list. The companies need to be R2 or E-stewards for FEA or Federal Electronic Assets, and, again, those are things with an on/off switch, the definition talks about logic circuitry, but the easiest way to think about that is can I turn it on, can I turn it off? So that is -- that's the most important thing for recycling. If there are metal recyclers, we want to use those. We don't have any hard and fast specifications there, but those that are reputable, minimize the -- what they put into the landfill and if they too are E steward or R2 qualified, so much the better. So much the better.

Precious Parsons: Awesome. All right. So while we are waiting if any more questions are going to come in before we wrap up, I know earlier, you mentioned about the IADS system.

Martin Cobb: Yes.

Precious Parsons: And there was an approximate days that you mentioned. Is there a location in the GSAXcess that it will provide the accurate days?

Martin Cobb: Most things reside in IADS around 12 days, 12 to 15 days and then it rolls over into GSAccess or available to the federal government for two to four days. If the item is not picked up, either in IADS or in GSAccess with that 12 to 15 days or two to four days, then it will roll over into the My sales or auctions. And there GSA will gather those items together, either for one week or two weeks, however long it takes for them to put a sale together and then that sale will run for five to seven days. So -- and, again, like I mentioned before, what I'm seeing is some of these time frames are not as exact as they are promulgated by GSA. They can be shortened a bit, but if you put something into IADS, two, two and a half weeks and then if it doesn't get picked up, it will roll into sales and there's another week or two there.

Precious Parsons: Do you have any last words of advice or any considerations that we should talk about? I remember there was a question that -- I'm not sure that we got answered from an earlier session. It had to do with property -- weapons property.

Martin Cobb: Firearms?

Precious Parsons: Right. Right. Would you mention anything about that for us?

Martin Cobb: Certainly. Firearms of course have been in the news and are high visibility. There's now a training session out for people that deal with firearms, law enforcement, what have you, it's on DOI Learn for the law enforcement officers and some other folks. NIFC is intimately involved with firearms. I would refer any questions up to Dennis Watkins. Dennis Watkins at NIFC if you have firearms inventory questions. With this DOI training that the law enforcement officers are going to take and some of the other folks, many of the questions there should be answered. So that would minimize the questions that your firearms folks would be asking of you, but NIFC is the initial point of contact for the firearms questions and the inventory procedures.

Precious Parsons: Thank you, Martin. I wanted to mention one more thing. I remember you saying about the difference between excess property and surplus property.

Martin Cobb: Mm-hmm.

Precious Parsons: Let's explain that one more time so people have that in their head before they leave today.

Martin Cobb: Okay. Excess property is property that is going to be either in IADS or GSAccess. Excess is property that can still be potentially used within the federal government, either within the BLM or within the Department of the Interior or elsewhere within the federal government. It may just be transferred in the DI-104 from field office to field office. That still qualifies as excess. If it's of no longer interest to anyone in the federal government, then it will roll over and become surplus, and then it can be sold to the general public under some of the sites I showed you, the GSA auctions.

Precious Parsons: Awesome. Thank you so much. Well, it's time to wrap up things. Martin, do you happen to have any last-minute comments or anything you would like to share about, you know, these last two days?

Martin Cobb: Yes, I do. I would like to thank the property folks out there for the job that you do. Thank you.

Precious Parsons: Awesome. We all appreciate your hard work. I really wanted to thank you, Martin, and the property folks at the NOC and everyone today for participating.

I know the NOC and Martin worked very hard on these presentations and we enjoyed your voice and we enjoyed your participation today.

Thanks also to the audience, for your time, attention and anticipation over these last two days. If you happen to think of any questions about this material we covered, you can always email Martin at mcobb@blm.gov and he will get back to you.

I know we're all very busy, but I hope you feel that -- I hope you feel that this session -- these sessions were time well spent and that you took some good tips and a lot of good information from Martin, that you can apply to your jobs or share with others. Have a great day, and thanks again.

Martin Cobb: Thank you.

Announcer: This broadcast has been a production of the BLM National Training Center.