

**Federal Management Regulation**

**§ 102-36.240**

- (3) Foreign excess personal property (see §102-36.380).
  - (4) Scrap, except aircraft in scrap condition.
  - (5) Perishables, defined for the purposes of this section as any personal property subject to spoilage or decay.
  - (6) Trading stamps and bonus goods.
  - (7) Hazardous waste.
  - (8) Controlled substances.
  - (9) Nuclear Regulatory Commission-controlled materials.
  - (10) Property dangerous to public health and safety.
  - (11) Classified items or property determined to be sensitive for reasons of national security.
- (c) Refer to part 101-42 of this title for additional guidance on the disposition of classes of property under paragraphs (b)(7) through (b)(11) of this section.

**§ 102-36.225 Must we report excess related personal property?**

Yes, you must report excess related personal property to the Office of Real Property, GSA, in accordance with part 101-47 of this title.

**§ 102-36.230 Where do we send the reports of excess personal property?**

- (a) You must direct electronic submissions of excess personal property to the Federal Disposal System (FEDS) maintained by the Property Management Division (FBP), GSA, Washington, DC 20406.
- (b) For paper submissions, you must send the SF 120 to the regional GSA Personal Property Management office for the region in which the property is located. For the categories of property listed in §102-36.125(b), forward the SF 120 to the corresponding regions.

**§ 102-36.235 What information do we provide when reporting excess personal property?**

- (a) You must provide the following data on excess personal property:
  - (1) The reporting agency and the property location.
  - (2) A report number (6-digit activity address code and 4-digit Julian date).
  - (3) 4-digit Federal Supply Class (use National Stock Number whenever available).

- (4) Description of item, in sufficient detail.
  - (5) Quantity and unit of issue.
  - (6) Disposal Condition Code (see §102-36.240).
  - (7) Original acquisition cost per unit and total cost (use estimate if original cost not available).
  - (8) Manufacturer, date of manufacture, part and serial number, when required by GSA.
- (b) In addition, provide the following information on your report of excess, when applicable:
- (1) Major parts/components that are missing.
  - (2) If repairs are needed, the type of repairs.
  - (3) Special requirements for handling, storage, or transportation.
  - (4) The required date of removal due to moving or space restrictions.
  - (5) If reimbursement is required, the authority under which the reimbursement is requested, the amount of reimbursement and the appropriate fund code to which money is to be deposited.
  - (6) If you will conduct the sale of personal property that is not transferred or donated.

**§ 102-36.240 What are the disposal condition codes?**

The disposal condition codes are contained in the following table:

Disposal condition code	Definition
1 .....	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4 .....	Usable. Property which shows some wear, but can be used without significant repair.
7 .....	Repairable. Property which is unusable in its current condition but can be economically repaired.
X .....	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S .....	Scrap. Property which has no value except for its basic material content.