

Subpart I—Federal Motor Vehicle Fleet Report

Subpart J—Forms

§ 102–34.345 What is the Federal Motor Vehicle Fleet Report?

§ 102–34.360 How do we obtain the forms prescribed in this part?

The Federal Motor Vehicle Fleet Report is compiled by GSA annually from information submitted by Federal agencies on motor vehicle inventory, cost, and use data. GSA supplies copies of the report to the Congress, Federal agencies, and other organizations upon request.

See § 102–2.135 of this chapter for how to obtain forms prescribed in this part.

Recipients of this report use it to evaluate and analyze operations and management of the Federal motor vehicle fleet.

PART 102–35—DISPOSITION OF PERSONAL PROPERTY [RESERVED]

PART 102–36—DISPOSITION OF EXCESS PERSONAL PROPERTY

Subpart A—General Provisions

§ 102–34.350 What records do we need to keep?

For owned motor vehicles, you are responsible for developing adequate accounting and reporting procedures to ensure accurate reporting of inventory, cost, and operational data needed to manage and control motor vehicles.

Sec.

- 102–36.5 What is the governing authority for this part?
- 102–36.10 What does this part cover?
- 102–36.15 Who must comply with the provisions of this part?
- 102–36.20 To whom do “we”, “you”, and their variants refer?
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- 102–36.30 When is personal property excess?
- 102–36.35 What is the typical process for disposing of excess personal property?

§ 102–34.355 When and how do we report motor vehicle data?

(a) Within 75 calendar days after the end of the fiscal year, use Standard Form 82, Agency Report of Motor Vehicle Data, to report motor vehicle inventory, cost, and operating information. Send the Standard Form 82 to the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: *vehicle.policy@gsa.gov*

DEFINITIONS

- 102–36.40 What definitions apply to this part?

RESPONSIBILITY

- 102–36.45 What are our responsibilities in the management of excess personal property?
- 102–36.50 May we use a contractor to perform the functions of excess personal property disposal?
- 102–36.55 What is GSA’s role in the disposition of excess personal property?

(b) Use separate forms to report data for domestic and foreign fleets.

Subpart B—Acquiring Excess Personal Property For Our Agency

ACQUIRING EXCESS

(1) For motor vehicles lent to another agency during the reporting period, the owning agency reports all data.

(2) For motor vehicles transferred from one owning agency to another, each agency reports data for the time it retained accountability.

- 102–36.60 Who is eligible to acquire excess personal property as authorized by the Property Act?
- 102–36.65 Why must we use excess personal property instead of buying new property?
- 102–36.70 What must we consider when acquiring excess personal property?
- 102–36.75 Do we pay for excess personal property we acquire from another Federal agency under a transfer?
- 102–36.80 How much do we pay for excess personal property on a transfer with reimbursement?
- 102–36.85 Do we pay for personal property we acquire when it is disposed of by another

(c) Detailed instructions are included as part of the form. You can also complete the Standard Form 82 electronically using a computerized input medium. For further information, contact the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: *vehicle.policy@gsa.gov*

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agency under the exchange/sale authority, and how much do we pay?

SCREENING OF EXCESS

- 102-36.90 How do we find out what personal property is available as excess?
- 102-36.95 How long is excess personal property available for screening?
- 102-36.100 When does the screening period start for excess personal property?
- 102-36.105 Who is authorized to screen and where do we go to screen excess personal property on-site?
- 102-36.110 Do we need authorization to screen excess personal property?
- 102-36.115 What information must we include in the authorization form for non-Federal persons to screen excess personal property?
- 102-36.120 What are our responsibilities in authorizing a non-Federal individual to screen excess personal property?

PROCESSING TRANSFERS

- 102-36.125 How do we process a Standard Form 122 (SF 122), Transfer Order Excess Personal Property, through GSA?
- 102-36.130 What are our responsibilities in processing transfer orders of excess personal property?
- 102-36.135 How much time do we have to pick up excess personal property that has been approved for transfer?
- 102-36.140 May we arrange to have the excess personal property shipped to its final destination?

DIRECT TRANSFERS

- 102-36.145 May we obtain excess personal property directly from another Federal agency without GSA approval?

Subpart C—Acquiring Excess Personal Property for Non-Federal Recipients

- 102-36.150 For which non-Federal activities may we acquire excess personal property?
- 102-36.155 What are our responsibilities when acquiring excess personal property for use by a non-Federal recipient?
- 102-36.160 What additional information must we provide on the SF 122 when acquiring excess personal property for non-Federal recipients?

NONAPPROPRIATED FUND ACTIVITIES

- 102-36.165 Do we retain title to excess personal property furnished to a non-appropriated fund activity within our agency?
- 102-36.170 May we transfer personal property owned by one of our non-appropriated fund activities?

CONTRACTORS

- 102-36.175 Are there restrictions to acquiring excess personal property for use by our contractors?

COOPERATIVES

- 102-36.180 Is there any limitation/condition to acquiring excess personal property for use by cooperatives?

PROJECT GRANTEES

- 102-36.185 What are the requirements for acquiring excess personal property for use by our grantees?
- 102-36.190 Must we always pay 25 percent of the original acquisition cost when furnishing excess personal property to project grantees?
- 102-36.195 What type of excess personal property may we furnish to our project grantees?
- 102-36.200 May we acquire excess personal property for cannibalization purposes by the grantee?
- 102-36.205 Is there a limit to how much excess personal property we may furnish to our grantees?

Subpart D—Disposition of Excess Personal Property

- 102-36.210 Why must we report excess personal property to GSA?

REPORTING EXCESS PERSONAL PROPERTY

- 102-36.215 How do we report excess personal property?
- 102-36.220 Must we report all excess personal property to GSA?
- 102-36.225 Must we report excess related personal property?
- 102-36.230 Where do we send the reports of excess personal property?
- 102-36.235 What information do we provide when reporting excess personal property?
- 102-36.240 What are the disposal condition codes?

DISPOSING OF EXCESS PERSONAL PROPERTY

- 102-36.245 Are we accountable for the personal property that has been reported excess, and who is responsible for the care and handling costs?
- 102-36.250 Does GSA ever take physical custody of excess personal property?
- 102-36.255 What options do we have when unusual circumstances do not allow adequate time for disposal through GSA?
- 102-36.260 How do we promote the expeditious transfer of excess personal property?
- 102-36.265 What if there are competing requests for the same excess personal property?

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- 102-36.270 What if a Federal agency requests personal property that is undergoing donation screening or in the sales process?
- 102-36.275 May we dispose of excess personal property without GSA approval?
- 102-36.280 May we withdraw from the disposal process excess personal property that we have reported to GSA?

TRANSFERS WITH REIMBURSEMENT

- 102-36.285 May we charge for personal property transferred to another Federal agency?
- 102-36.290 How much do we charge for excess personal property on a transfer with reimbursement?

REPORT OF DISPOSAL ACTIVITY

- 102-36.295 Is there any reporting requirement on the disposition of excess personal property?
- 102-36.300 How do we report the furnishing of personal property to non-Federal recipients?

ABANDONMENT/DESTRUCTION

- 102-36.305 May we abandon or destroy excess personal property without reporting it to GSA?
- 102-36.310 Who makes the determination to abandon or destroy excess personal property?
- 102-36.315 Are there any restrictions to the use of the abandonment/destruction authority?
- 102-36.320 May we transfer or donate excess personal property that has been determined appropriate for abandonment/destruction without GSA approval?
- 102-36.325 What must be done before the abandonment/destruction of excess personal property?
- 102-36.330 Are there occasions when public notice is not needed regarding abandonment/destruction of excess personal property?

Subpart E—Personal Property Whose Disposal Requires Special Handling

- 102-36.335 Are there certain types of excess personal property that must be disposed of differently from normal disposal procedures?

AIRCRAFT AND AIRCRAFT PARTS

- 102-36.340 What must we do when disposing of excess aircraft?
- 102-36.345 May we dispose of excess Flight Safety Critical Aircraft Parts (FSCAP)?
- 102-36.350 How do we identify a FSCAP?
- 102-36.355 What are the FSCAP Criticality Codes?
- 102-36.360 How do we dispose of aircraft parts that are life-limited but have no FSCAP designation?

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CANINES, LAW ENFORCEMENT

- 102-36.365 May we transfer or donate canines that have been used in the performance of law enforcement duties?

DISASTER RELIEF PROPERTY

- 102-36.370 Are there special requirements concerning the use of excess personal property for disaster relief?

FIREARMS

- 102-36.375 May we dispose of excess firearms?

FOREIGN EXCESS PERSONAL PROPERTY

- 102-36.380 Who is responsible for disposing of foreign excess personal property?
- 102-36.385 What are our responsibilities in the disposal of foreign excess personal property?
- 102-36.390 How may we dispose of foreign excess personal property?
- 102-36.395 How may GSA assist us in disposing of foreign excess personal property?
- 102-36.400 Who pays for the transportation costs when foreign excess personal property is returned to the United States?

GIFTS

- 102-36.405 May we keep gifts given to us from the public?
- 102-36.410 How do we dispose of a gift in the form of money or intangible personal property?
- 102-36.415 How do we dispose of gifts other than intangible personal property?
- 102-36.420 How do we dispose of gifts from foreign governments or entities?

HAZARDOUS PERSONAL PROPERTY

- 102-36.425 May we dispose of excess hazardous personal property?

MUNITIONS LIST ITEMS/COMMERCE CONTROL LIST ITEMS (MLIS/CCLIS)

- 102-36.430 May we dispose of excess Munitions List Items (MLIs)/Commerce Control List Items (CCLIs)?
- 102-36.435 How do we identify Munitions List Items (MLIs)/Commerce Control List Items (CCLIs) requiring demilitarization?

PRINTING EQUIPMENT AND SUPPLIES

- 102-36.440 Are there special procedures for reporting excess printing and binding equipment and supplies?

RED CROSS PROPERTY

- 102-36.445 Do we report excess personal property originally acquired from or through the American National Red Cross?

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SHELF-LIFE ITEMS

- 102-36.450 Do we report excess shelf-life items?
- 102-36.455 How do we report excess shelf-life items?
- 102-36.460 Do we report excess medical shelf-life items held for national emergency purposes?
- 102-36.465 May we transfer or exchange excess medical shelf-life items with other Federal agencies?

VESSELS

- 102-36.470 What must we do when disposing of excess vessels?

Subpart F—Miscellaneous Disposition

- 102-36.475 What is the authority for transfers under “Computers for Learning”?

AUTHORITY: 40 U.S.C. 486(c).

SOURCE: 65 FR 31218, May 16, 2000, unless otherwise noted.

Subpart A—General Provisions

§ 102-36.5 What is the governing authority for this part?

Section 205(c) of the Federal Property and Administrative Services Act of 1949, as amended (the Property Act) (40 U.S.C. 486), authorizes the Administrator of General Services to prescribe regulations as he deems necessary to carry out his functions under the Property Act. Section 202 of the Property Act (40 U.S.C. 483) authorizes the General Services Administration (GSA) to prescribe policies to promote the maximum use of excess Government personal property by executive agencies.

§ 102-36.10 What does this part cover?

This part covers the acquisition, transfer, and disposal, by executive agencies, of excess personal property located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

§ 102-36.15 Who must comply with the provisions of this part?

All executive agencies must comply with the provisions of this part. The legislative and judicial branches are encouraged to report and transfer excess personal property and fill their personal property requirements from

excess in accordance with these provisions.

§ 102-36.20 To whom do “we”, “you”, and their variants refer?

Use of pronouns “we”, “you”, and their variants throughout this part refer to the agency.

§ 102-36.25 How do we request a deviation from these requirements and who can approve it?

See §§ 102-2.60 through 102-2.110 of this chapter to request a deviation from the requirements of this part.

§ 102-36.30 When is personal property excess?

Personal property is excess when it is no longer needed by the activities within your agency to carry out the functions of official programs, as determined by the agency head or designee.

§ 102-36.35 What is the typical process for disposing of excess personal property?

(a) You must ensure personal property not needed by your activity is offered for use elsewhere within your agency. If the property is no longer needed by any activity within your agency, your agency declares the property excess and reports it to GSA for possible transfer to eligible recipients, including Federal agencies for direct use or for use by their contractors, project grantees, or cooperative agreement recipients. All executive agencies must, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other Federal agencies in lieu of new procurements.

(b) If GSA determines that there are no Federal requirements for your excess personal property, it becomes surplus property and is available for donation to State and local public agencies and other eligible non-Federal activities. The Property Act requires that surplus personal property be distributed to eligible recipients by an agency established by each State for this purpose, the State Agency for Surplus Property.

(c) Surplus personal property not selected for donation is offered for sale to