Definition: Federal Excess Property is property owned by the Federal Government, made available to utilize to other Government agencies. The term “Surplus” relates to property that is to be disposed by the Federal Government. None of the items that UN-L IANR ARD is utilizing are “Surplus Property”. Please refer to items as Federal Property or FEPP.

Procedures:

Requesting Federal Excess Property
1. Research Centers and Departments of IANR – ARD submit their requests of property, via email to Stuart Hoff, Biological Systems Engineering. 229 L.W Chase Hall East Campus, 68583-0726. (shoff1@unl.edu)
2. Stuart will keep a running record of requests and update the requests.
3. When equipment is available from the Federal Government, (that is close to requested item criteria), Stuart will contact that department Unit Manager to find out if they are interested or still interested.
4. A reply will have to be with in 48 hours of notice of availability. Note: the window for allocation is very narrow. Stuart has to return confirmation of allocation of item, otherwise said item will be allocated to the next requesting agency in the system.
5. Supply a cost center number that items will be assigned to.

Once a request is filled (property obtained).
1. The Unit receiving property will be responsible for all associated costs including shipping and any other fees that maybe encumbered for the acquisition of said property.
2. If the property is a licensed type vehicle. The vehicle will have to be licensed even if the vehicle is not intended to leave unit’s property. As per University of Nebraska Transportation Services Policy.
3. Stuart will notify the property is available to be picked up.

Units that have licensed vehicles that are FEPP will be responsible for:
1. Licensing, registration, insurance. Including initial safety inspection.
2. Maintenance costs and records.
3. Annual safety inspections.
4. Mileage logs on vehicles, (report mileage to Transportation Services)
5. If licensed vehicle is to change cost center assignment, the department(s) must inform Stuart and Transportation Services of that change (even if it is in the same department.)
6. When a licensed vehicle has ended it’s usefulness to the department/unit. The responsible party in that department/unit will contact Stuart to inform him. In some cases there may be another unit or department that can continue to utilize that item. Thus just a cost center change would be made for reassignment.
7. If it is deemed the license vehicle has no more useful life to any IANR entity, then it is the responsibility of that department to turn in the License plates, registration, insurance card and Voyager/fuel card back to Transportation services.
8. Remove all stickers from item (vehicle) identifying State of Nebraska and University of Nebraska.
9. The department/unit is to return the vehicle to the NFS compound located on the ARDC near Mead, NE.
Department/Units that have Non-Licensed Property will maintain:
   1. Maintenance costs / records
   2. Property in safe working order.
   3. Return property to NFS compound when finished utilizing.
   4. When a non-licensed item has ended its usefulness to the department/unit. The responsible party in that department/unit will contact Stuart to inform him. In some cases there may be another unit or department that can continue to utilize that item. Thus just a cost center change would be made for reassignment.

If Property becomes un-useable, not cost effective to repair, or is no longer needed. Units are to contact Stuart of the situation. Preferably via email, secondary office phone.

Stuart will give a deadline to return the item to the NFS compound. Deadlines are set by the given time frame for processing involved with the Federal Government Service Administration, and USDA. Once the paper work for return of property is signed by the APO for IANR, then faxed to USDA, the property is no longer under our control, BUT we are still custodians for the property for the Federal Government, until that time which the property is transferred to another agency or sold to the public via GSA internet sales.

As a reminder; Nebraska Forest Service Fire Shop employees are not contact points for IANR-ARD FEPP. Please contact Stuart with questions or information on FEPP items.

Units are responsible for the return of property to the Nebraska Forestry Fire Shop Federal Compound area. If the Unit is unable to return the property, then arrangements can be made to move the property with appropriate fees charged to the Unit’s cost center. The Unit can arrange with whom ever they would prefer to move the property.

Stuart is responsible for:
   1. Screening for property on the GSAXcess websites
   2. Make contact with personnel at property locations to find out further information on potential property, if available.
   3. Process proper paper work, and submit to APO for signature to acquire allocated property.
   4. Make arrangements for cost effective transportation of property after paper work is returned with all signatures required for acquisition. Coordinate pickup at property location. Have Letter Authorization to Remove Property signed by APO and available with Transfer Orders to property location contact authority, fax in ahead of arranged pickup of property is proper procedure.
   5. Inventory incoming property, Serial/VIN numbers, pictures, and tag property with id stickers. Fill out Form 97 request if property is licensed vehicle and submit that to USDA, to be returned to Transportation Services, for submittal of licensing by Nebraska DMV.
   6. Contact Transportation Services on VIN and information on vehicle along with cost center number the vehicle will be issued to.
   7. Contact requesting units property is available for pickup from NFS compound. Note Transportation Services requires initial safety inspection on licensed vehicles before vehicle can be released or licensed.
9. Monthly reports of property from USDA (random property audits)
Continued….
10. Biannual Report from USDA (the audit that contains a list of all FEPP items in the IANR system)
11. Keep in contact/correspondence with USDA and GSA of the Federal Government on changes in policy or procedures for acquiring utilizing and returning FEPP items.
12. Fill out proper forms for return of property to the Federal Government. Supply pictures and information pertaining to returning property.
13. Be available to other Federal and State agency’s request for information of returned items that they have interest in. Normally a 6 week time period.
14. If an item is allocated to another agency, be available for paperwork signage and pickup of property.
15. Fax copies of paper work to USDA, and keep copies on file for 7 years.
16. Item then goes to GSA Sales; Proof and send corrections of any last minute detail on item to GSA Sales Coordinate time frame and availability to received calls and correspondence from the general public bidding on items listed from GSA sales website.
17. Make two days of time to be available for in-person (general public) viewing of items, at the item’s location, that is listed on GSA sales website.
18. Once internet sales is over, be available to sign of off on paper work for winning bidder and pick up of items by winning bidder sold by GSA.
19. Fax copies of signed paper work, by winning bidder and Stuart, to both USDA and GSA.
20. Keep copies of paperwork for sold items on file for 7 years.

21. These duties for Stuart only apply for IANR Departments, Centers and Units that are located East of Grand Island. SCAL, NEREC, ARDC, East Campus, etc.

Note: by the rules all paper work must be maintained in paper form. Electronic copies are not to Federal policy standards for record keeping. Electronic copies are ok for backup record keeping. If we are “on-site” inspected we will have to show paper documentation on items being audited.

Be aware this does include vehicle mileage logs on FEPP vehicles!

The APO for UN-L IANR has ultimate responsibility to the Federal Government, USDA, and GSA on FEPP items. This position has final say on any issues that may arise with items utilized by IANR. Please be responsible for our privilege to utilize this program.

Stuart Hoff,
Rogers Memorial Farm Manager,
Biological Systems Engineering,
Federal Property Screener, ARD.
229 L.W. Chase Hall
Lincoln, NE 68583-0726
(402) 472-6332 Office
(402) 472-6332 Fax