BASIC OVERVIEW OF THE FEPP PROGRAM

Property acquired thru the FEPP program must be used for research. The federal government retains title (ownership) of the property. It is on loan to the University of California.

There are two types of property in the FEPP program:

Accountable: Any property with an original acquisition cost of more than $5,000 or is a vehicle.

Expendable: Any property with an original acquisition cost less than $5,000 Example: tools, steel, hardware, electrical wire and components, tires. These types of property drop off the USDA inventory after a 2 year period but we are still responsible and must keep track of them.

We **NEVER** sell FEPP property!!

When a REC has excess property it is first offered to the other RECs. If not requested by another REC, the property is listed on the GSAXcess web site for transfer to another government user or for sale by the GSA on their auction site.

Screening cycle order

1. Listed for 15 days on the AAMS for other USDA users

2. Moves to the GSAXcess site for 21 days and is available to any other government agency.

3. Listed by GSA for sale on their auction site for 7 to 15 days.

4. A&D (abandonment and destruction). Donation to local government or schools, sale to public or scrap. Payment for scrap must be returned to the Federal government (U.S. Treasury).

PROCEDURE FOR DISPOSAL OR TRANSFER OF FEPP PROPERTY

When a REC identifies property or equipment that is no longer functioning or is no longer being used, it needs to be reported to USDA NIFA and offered back to the government for re-use or sale.

1. Get all information about item. We need make, model number, serial number or VIN. Color and condition, NIFA/Asset and license number if applicable. Be specific.

2. Take pictures to send to FEPP Coordinator. Make sure to follow the guidelines for pictures (see "*excerpts from FEPP Handbook*"). Show machine tag if possible. Get all sides, if the item is a vehicle, we need at least 5 pictures: front, back, both sides, and an interior picture. Also, take pictures to show any damage.

3. Fill out the "*Request For Transfer/Sale/Disposal of FEPP*" form and send electronically, along with all pictures, to the FEPP Coordinator for processing. Use supplemental forms for vehicles, off-road equipment, or non-vehicles, as appropriate. Post completed forms on the FEPP Collaborative Tools site. Put down as much information as you have. The FEPP Coordinator has original acquisition documents and can fill in what you're missing.

4. Initiate the transfer of the asset in CAMS/Kuali to FEPP Coordinator (this will remove the item from your REC Inventory while disposal process proceeds).

5. When you receive the *SF-120* form back from the FEPP Coordinator, move equipment to an accessible and safe location for inspection by interested parties.

6. When transfer or sale is completed and approved by USDA, you will receive transfer paperwork from the FEPP Coordinator with instructions for customer pick-up, transfer, or abandonment and destruction (A&D).

7. Remove all decals, stickers and any "UC" identifying marks. Remove license plates and return to DMV. Be sure to get a receipt from DMV and keep in REC equipment file and send a copy to FEPP Coordinator.

8. Scan and email all paperwork to FEPP coordinator.

UC ANR - FEPP Disposal Timeline

When a REC identifies property or equipment that is no longer functioning or is no longer being used, it needs to be reported to USDA NIFA and offered back to the government for re-use or sale.

Who	What	Time
REC Superintendent / Asset Manager	Submit the "Request For Transfer/Sale/Disposal of FEPP" form to the FEPP Coordinator. Use supplemental forms for vehicles, off-road equipment, or non-vehicles, as appropriate. If property is in such poor condition that it should be considered scrap, notify FEPP coordinator of this condition. Send forms electronically, along with pictures, by posting on the FEPP Collaborative Tools site.	**Start**
REC Superintendent / Asset Manager	Initiate the transfer of the property in CAMS/Kuali to FEPP Coordinator (this will remove the item from your REC Inventory while disposal process proceeds).	**Start**
FEPP Coordinator	Review REC request, prepare form SF-120 and submit report of excess property to USDA. Accept property into central FEPP inventory in CAMS/Kuali	**10 Days**
USDA/GSA Review and Screening	USDA reviews request and returns approval to FEPP Coordinator	**30 Days**
FEPP Coordinator	Inform REC that USDA has approved request and property is being posted for disposal/transfer.	**5 Days**
REC Superintendent / Asset Manager	Move equipment to an accessible and safe location for inspection by interested parties. Remove all decals, stickers and any "UC" identifying marks. Remove license plates and return to DMV.	**5 Days**
Screening on GSAXcess and/or GSA Auction/Sale	Screening cycle: 1. Listed for 15 days on the AAMS for other USDA users. 2. Moves to GSAXcess site for 21 days for government agency. 3. Listed by GSA for sale/auction for 7 to 15 days.	**45-60 Days**
FEPP Coordinator	Receives notice of transfer or sale of property and transfer forwards records with instructions for customer pick-up, transfer, or abandonment and destruction.	**5 Days**
REC Superintendent / Asset Manager	Coordinate pickup of equipment with agency or buyer. Verify all decals, stickers and any "UC" identifying marks have been removed.	**10 Days**
REC Superintendent / Asset Manager	Scan and email all final paperwork to FEPP coordinator.	**10 Days**
FEPP Coordinator	Confirms disposition of property on Monthly Transaction Report with USDA	**End**

Total Process is approximately 120 to 135 business days (approx 6 months)

Person / Group taking action
FEPP Coordinator
REC Superintendent / Asset Manager
USDA / GSA Review and Screening
GSAXcess Screening

REPORTING LOST OR STOLEN
FEPP PROPERTY

When a REC Asset Manager identifies that FEPP equipment has been lost or stolen, this needs to be reported to the FEPP Coordinator as soon as possible.

1. Fill out an ANR Incident Report (http://ucanr.edu/incidentreport). Provide as much information as possible, including the USDA inventory number, UC ID number, item description, last known location, person responsible for the item, and approximate value of the item.

2. If the item is believed stolen, include a copy of police report.

3. If the item is lost or the disposition of the item is unknown, the REC Asset Manager must investigate the loss. This should include: review of maintenance records or check-out for the equipment (if applicable), interviews with persons who used or saw (or should have seen) the equipment, review of records of disposal of similar equipment, review of security cameras (if available). The investigation should be documented in the Incident Report or in a separate memo.

4. Submit the ANR Incident Report to the FEPP Coordinator and to ANR Risk Services.

5. The FEPP Coordinator will determine the appropriate response or and/or report to USDA.

6. The REC asset manager and other knowledgeable staff will cooperate with and support the FEPP Coordinator if further investigation is needed.

FEPP Procedures: Tips for Navigating GSAXcess

GSAXcess is the federal government website that lists equipment that is available from all federal agencies nationwide. About 60% of excess items are from the Department of Defense.

Go to: http://gsaxcess.gov

Enter: **User ID: d15322**
           Password: looking

Tips for using GSAXcess:
- Scan by categories: Ag Equipment, Autos, Furniture, Lab Equipment, Tools, Trucks, etc.
- Narrow your search to California or neighboring states (if a category has more than about 50 items, then you can select states) – consider time and expense to pick it up
- Use search options: basic search options has pull-down menu categories: newly reported items, unused items, by state, closing items, etc.
- Pictures can help determine if you want it. Items over $3,000 value should have photos
- Look for description of condition. If not clear, e-mail contact and ask.
- Search AAMS – we have priority on USDA items
- If item control number starts with a letter, it is coming from DOD
- Quantity "each" means you can request 1 to quantity, vs "lot," must take all
- When you click on item can see if others have requested.
- Some items are not free: Look for "Reimb" column = reimbursable. This means that we must reimburse the agency that is getting rid of the equipment for fair market value
- Advanced search: item name, can use Federal supply class to narrow – use link to search 4-digit class code. Example chair, 7110 (furniture) states (CA, AZ)
- Narrow search by condition codes (New/unused, Usable, Repairable, Scrap)
- Can also search by date reported or release date

When you find an item that you want, record the Item Control Number and Item Description and email it to the FEPP Coordinator. Send a screen shot of the item if you can.

FEPP Functions, Processes, and Responsibilities

Function	Description	Process	Responsible Person
Screening	RECs identify future needs for equipment and expendable supplies	provide quarterly "Wish List" to FEPP Coordinator	Asset Managers/ Superintendents

Screening	Screener may assess property online or at sites to determine if it is suitable for their program needs	Online screening of available equipment
		– GSAXcess.gov
		  • See equipment from all federal agencies, not just USDA
		  • See "Tips for Navigating GSAXcess"
		– AAMS (Agency Asset Management System)
		  • USDA's internal equipment clearinghouse
		
		When you find items you want, provide Item Control Number and Item Description to FEPP Coordinator
			Asset Managers/ Superintendents
			
			FEPP Coordinator

Acquisitions	Make request electronically and submit forms to USDA for approval	Submit request in GSAXcess – this freezes the property. Submit transfer order to USDA for review/approval. Go pick it up when approved – Coordinate with disposing facility – Some limited items are direct shipped from federal depot	FEPP Coordinator
Acquisitions	Maintain an inventory of unassigned FEPP equipment that has been acquired and is available for distribution to RECs.	Available equipment at FEPP Yard – Provide quarterly updates to RECs – RECs may request items from Inventory – FEPP Coordinator will schedule delivery to REC	FEPP Coordinator
Disposal	When equipment is no longer needed by Center or is unserviceable, it must put into use at another Center or offered back to government for reuse or sale.	Submit "Request for Transfer/Sale/Disposal" form to FEPP Coordinator. Include detailed description, condition, photographs, and supplemental forms.	Asset Managers/ Superintendents
Disposal	Remove equipment from UC CAMS/Kuali inventory	Initiate custody transfer to FEPP Coordinator when submitting request for disposal	Asset Managers/ Superintendents
Disposal	Equipment is reported to USDA and listed on GSAXcess	Must pass through screening by USDA, all government agencies, GSA sales, etc.	FEPP Coordinator
Inventory/Records	Monthly transaction reports	Lists recent acquisitions & disposals Review, correct, and return to USDA	FEPP Coordinator
Inventory/Records	Biannual inventory to USDA	Full physical count of FEPP items with value >$5k	FEPP Coordinator
Inventory/Records	CAMS/Kuali Inventory: maintain a listing of loaned equipment (>$5k) on UCDavis inventory system	Biannual inventory (opposite year of USDA inventory)	Asset Managers/ Superintendents