



Office of the Chief Administrative Services Officer

Excess Personal Property Review Procedure

Policy Number	OCASO-LOG-019
Issuing Authority	Director of Logistics & Security Management
Effective Date	04/25/2025

1. Purpose

The Federal Trade Commission (FTC) must consider excess Government property as the first source of supply to the maximum extent practicable. This procedure seeks to maximize reutilization of FTC property within the FTC and supports the reutilization of property by other Government entities and partners.

2. Authority

- A. 41 C.F.R. Part 102-36 ("Disposition of Excess Personal Property").
- B. Federal Management Regulation (FMR) B-34, Disposal of Federal Electronic Assets, General Services Administration (GSA) Bulletin (Feb. 29, 2012).
- C. U. S. Government Accountability Office (GAO), Federal Personal Property: Better Internal Guidance and More Action from GSA Are Needed to Help Agencies Maximize Use of Excess, [GAO-22-104626](#) (Jun. 28, 2022).

3. Applicability

This procedure applies to the Commission Property Manager and FTC requisitioners (e.g., program managers and Contracting Officer's Representatives (COR) and representatives of FTC contracting officers and holders of purchase cards) acquiring property.

4. Roles and Responsibilities

Commission Property Manager (CPM). Is appointed the National Utilization Officer (NUO) for the FTC responsible for granting requisitioners access to the GSA Personal Property Management System (PPMS).

Requisitioners. Contracting Officer Representatives and Purchase Card holders responsible for coordinating with the CPM to search PPMS and determining if excess property is practicable and suitable to support FTC operations.

5. Forms and Publications

A. GSA Forms

- (1) *GSA Standard Form – 120 Report of Excess Personal Property (SF-120).* Used to document the reporting of excess property and abandonment and destruction.
- (2) *GSA Standard Form – 122 Transfer Order Excess Personal Property (SF-122).* Used to document the transfer of property to another federal agency or entity.



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- (3) *GSA Standard Form – 123 Transfer Order Surplus Personal Property (SF-123)*. Used to accomplish a transfer request initiated by the State Agencies for Surplus Property (SASP). Once GSA has approved the transfer, the SASP may complete transfer of the property.
- (4) *GSA Standard Form – 126 Report of Personal Property For Sale (SF-126)*. Used to report personal property with the intention to sell to the public after it is declared surplus and screened for other potential uses.

B. GSA Personal Property Publications

- (1) *Personal Property Disposal Guide*. The [Personal Property Disposal Guide](#) is a reference for all aspects of property disposal.
- (2) *Personal Property Sustainability Brochure*. The Personal Property [Sustainability Brochure](#) outlines various programs that facilitate reuse of federal property and minimize the environmental impact of agency operations.
- (3) *Guide to the Federal Surplus Personal Property Donation Program*. The [Guide to the Federal Surplus Personal Property Donation Program](#) outlines the scope of the program, eligible recipients, and the necessary procedures to donate property items.
- (4) *GSA Auctions Flyer*. A summary of the variety of sales methods GSA offers to facilitate an agency's sale of property can be found in the [GSA Auctions Flyer](#). GSA auctions include online and live auctions.
- (5) *GSA Order FSS P 4025.5 (with Appendices)*. Provides procedures for donation of federal surplus property according to the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, and other applicable laws. It is divided into [Part I](#) and [Part II](#).
- (6) *Computers for Learning*. [Computers for Learning](#) Program encourages agencies to transfer computers and related peripheral equipment excess directly to schools and educational nonprofit organizations and provides information on the benefits of the program.

6. Procedure

A. Acquisition

- (1) Before buying new property, the requisitioners are responsible for determining if the use of excess personal property, is practicable and suitable. This includes reuse of FTC property, property posted on PPMS, or property offered by other agencies (e.g. direct transfer).
- (2) It is practicable to check for and obtain excess property when the cost of obtaining and maintaining excess property does not exceed the cost of purchasing and maintaining new property.
- (3) Excess property is suitable when the risk level is appropriate for the type of excess property and if it does not cause serious hardship, be impractical, or impair FTC operations.
- (4) Requisitioners are responsible for documenting the results of their determinations regarding the use of excess personal property, have an authorized requirement, and may not acquire excess personal property with the intent to sell or trade for other assets.



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B. Disposal

- (1) The FTC will use every opportunity to reuse functional property in condition codes new (1), used (4), and repairable (7) (refer to FMR § 102-36.240) through the Federal disposal program and GSA's PPMS, including the following phases (in sequence but can be done concurrently):
 - a. Reuse within the FTC via Internal Screening, including replacement through exchange or sale under the exchange/sale authority (FMR Part 102-39).
 - b. Transfers to other Federal agencies requesting the property (FMR Part 102-36) or transfers to schools and educational organizations under E.O. 12999, *Educational Technology: Ensuring Opportunity for All Children in the Next Century*, and the Stevenson-Wydler Technology Innovation Act (15 U.S.C. § 3701);
 - c. Donations (through GSA) to states and eligible nonprofit organizations;
 - d. Sales to the public (FMR Part 102-38). Federal Electronic Assets sold to the public under this subparagraph would normally be in condition codes 1, 4, or 7 where any needed repairs minimally impact asset performance or repairs can reasonably be performed by a non-technical buyer (such as assets with cosmetic damage, missing keyboard characters, or missing plug-in components); or
 - e. Per FMR § 102-36.305 Abandonment and Destruction Authority, the FTC may return Federal Electronic Assets to a manufacturer or vendor under a take-back program that uses a certified Responsible Recycler, or the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment.
- (2) Property must be scheduled for disposal per the noted guidelines, which includes screening with GSA for 21 days, after which it is made available for sale to the general public unless authorized by GSA to dispose of property in a different manner.

7. Policy Revision and History

Version Number	Implemented by	Revision Date	Approved By	Approval Date	Description of Change
1.0	OCASO		R. Rose	04/25/2025	Initial Document