



310 FW 5
***Reuse, Transfer, Loan,
Donate, Sales/Exchange,
Recycling, or Disposal***

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Part 310: Personal Property
Management
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Contracting and Facilities
Management

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5.1 What is the purpose of this chapter? This chapter describes policies and procedures for reusing, transferring, loaning, donating, recycling, and disposing of personal property.

5.2 What are the authorities for this chapter?

A. See [310 FW 1](#) for a list of authorities for all the chapters in Part 310.

B. For Departmental policy specific to this chapter, read the [Federal Management Regulations \(FMR\)](#), Subchapter B, Personal Property.

5.3 How is 310 FW 5 organized? Table 5-1 shows how we organized this chapter.

Table 5 1: Organization of 310 FW 5	
Section	Content
5.1 – 5.3	What are the purpose, authority, and organization of this chapter?
5.4	How does the Service manage the reuse, transfer, loan, donation, recycling, and disposal of personal property?
5.5	How does the Service manage forfeited, seized, voluntarily abandoned, and unclaimed personal property?
5.6	What is the order of priority for transferring excess personal property and how does the Service transfer it?
5.7	How does the Service loan personal property to non-Federal institutions, organizations, and individuals?
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5.10	When does the Service use the exchange/sale method?
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5.14	How does the Service handle the transfer or destruction of firearms?
5.15	Are there any on-line tools available to find and report excess personal property?

5.4 How does the Service manage the reuse, transfer, loan, donation, recycling, and disposal of personal property?

A. The Chief, Division of Contracting and Facilities Management (CFM), Headquarters (HQ):

(1) Approves and coordinates Regional access to the General Service Administration (GSA) online system ([GSAXcess®](#)) for acquiring or reporting excess personal property. Only Regional Personal Property Managers are authorized to “freeze” assets on GSAXcess®.

(2) Implements requirements in this chapter for HQ.

(3) Considers the Service’s sustainability goals when writing policy and guidance, providing technical assistance, and reporting on personal property.

B. Chiefs, CGS or CFM (Regions 1-8), implement property management regulations and requirements and provide guidance through the Regional Personal Property Manager.

C. Regional Personal Property Managers:

(1) Coordinate with Accountable Officers to manage Regional reuse, transfer, loan, donation, recycling, and disposal of personal property;

(2) Manage and maintain available excess personal property for reuse by other Regional programs, the Service, or the Department;

(3) Designate Regional employees who need access to GSAXcess® for reporting and screening of excess property and notifying CFM in the HQ (Regional Personal Property Managers are the only authorized individuals who may freeze assets); and

(4) Collect and maintain Regionwide electronic equipment recycling data by:

(a) Registering the Region on the [Federal Electronic Challenge Web site](#); and

(b) Reporting Regional recycling data on the site.

D. Accountable Officers:

(1) Manage and account for the reuse, transfer, loan, donation, recycling, and disposal of personal property under their control;

(2) Determine when personal property is excess;

(3) Must have their Information Resource Technology Management (IRTM) office sanitize hard-drives before submitting computer equipment for donation or disposal (the IRTM office certifies this is done using [Form DI-103A](#));

(4) Complete and submit proper documentation to the Regional Personal Property Manager for all related transactions; and

(5) Notify the Regional Personal Property Manager for processing and coordination.

5.5 How does the Service manage forfeited, seized, voluntarily abandoned, and unclaimed personal property?

A. Service officials with law enforcement responsibilities:

(1) Who seize any evidence, including property subject to forfeiture, or who accept voluntarily abandoned personal property, are fully responsible for that property and must comply with [445 FW 3](#), Evidence, for the care, custody, control, and storage of such property;

(2) Must notify their Accountable Officer when court proceedings are completed and the Service plans to retain personal property; and

(3) Must manage wildlife and plants we acquire through seizure, forfeiture, or abandonment in accordance with [50 CFR 12](#).

B. Accountable Officers must account for the property by completing a [Form DI-102](#) with supporting documentation and sending it to the Regional Personal Property Manager.

C. Regional Personal Property Managers must coordinate with Regional Accountable Officers to ensure:

(1) Proper documentation for forfeited, seized, voluntarily abandoned, and unclaimed personal property is completed, and

(2) System-controlled property that is converted for Service use is accounted for in the Personal Property Management System (PPMS).

(Read [FMR, Subchapter B, Personal Property](#), Part 102-41 for more information).

5.6 What is the order of priority for transferring excess personal property and how does the Service transfer it?

A. The order of priority for transferring excess personal property is:

(1) To another Service office in the same Region;

(2) To another Service office outside the transferring Region;

(3) To another Departmental bureau or office; or

(4) To another Federal agency.

B. Transfers within a Region:

(1) The Accountable Officer transferring the property prepares and signs a [Form DI-104](#), Transfer of Property, keeps a copy, and sends the original to the Accountable Officer receiving the property.

(a) Then the Accountable Officer receiving the property signs and retains the original Form DI-104 and sends a copy of the signed form back to the transferring office, and

(b) After receiving the signed Form [DI-104](#), the Accountable Officer transferring the property sends a copy of the signed form to their Regional Personal Property Manager within 15 working days to document the transfer of ownership. The Personal Property Manager uses the form to update any system-controlled property in PPMS, if applicable.

(2) For all system-controlled personal property transfers (especially firearms and laptops), the Accountable Officer transferring the weapon or laptop must also fax a copy of the Form DI-104 to the Regional Personal Property Manager before the transfer.

C. Transfers outside of a Region:

- (1)** The transferring and receiving Accountable Officers follow the process as in section 5.6B above, and
- (2)** The transferring and receiving Regional Personal Property Managers must electronically reassign and accept system-controlled personal property into PPMS to account for the inventory transfer.

D. Transfer to other Departmental bureaus and offices:

- (1)** We may transfer excess personal property directly to another Departmental bureau or office without notifying GSA.
- (2)** The Accountable Officer transferring the property must contact the Regional Personal Property Manager for approval and coordination.
- (3)** The Regional Personal Property Manager must make sure that no other program office in the Service needs the property before it is transferred.
- (4)** Once the transfer is approved:
 - (a)** The Accountable Officer transferring the property prepares and signs a [Form DI-104](#), Transfer of Property, keeps a copy, and sends the original to the receiving Departmental bureau or office.
 - (b)** The receiving Departmental bureau or office signs and retains the original [Form DI-104](#) and sends a copy of the signed form back to the transferring Accountable Officer. The transferring Accountable Officer sends a copy to the Regional Personal Property Manager.
 - (c)** The Regional Personal Property Manager then must remove any system-controlled property from PPMS to account for the inventory transfer.

E. Transfers to another Federal agency:

- (1)** The Accountable Officer transferring the property completes an [SF-122](#) and then contacts and reports the excess property to the Regional Personal Property Manager.
- (2)** The Regional Personal Property Manager determines the best method of transfer and approves the transfer. The methods include:
 - (a)** Transferring excess personal property using [GSAXcess@](#) (see [section 5.15](#)), or
 - (b)** Transferring excess personal property to another Federal agency without GSA approval. We can only do this if the property has not been reported to GSA and the total acquisition cost of the property does not exceed \$10,000 per line item. ([Read FMR, Subchapter B, Personal Property, Part 102-36.145](#) for more information about this transfer method.)
- (3)** Once the transfer is complete, the Regional Personal Property Managers must remove any system-controlled property from PPMS.

5.7 How does the Service loan personal property to non-Federal institutions, organizations, and individuals?

A. If an Accountable Officer wants to loan personal property to non-Federal institutions, organizations, or individuals, they must:

(1) Send a written request to the Regional Chief, CGS or CFM for concurrence. The Regional Chief, CGS or CFM must:

(a) Send the request to the servicing Office of the Solicitor for approval, and

(b) If the Office of the Solicitor approves the request, sign an agreement with the other party that specifies the terms of the loan.

(2) At a minimum, each initial request, and each annual reissuance, must include the following:

(a) The date that the personal property item will be loaned and returned;

(b) The description of the personal property item and condition code;

(c) A statement that damage to the item is the responsibility of the institution, organization, or individual;

(d) A statement that liability as a result of the loan is the responsibility of the institution, organization, or individual;

(e) A justification describing how the loan is beneficial to the Service (fostering good public or personal relations is not an adequate justification for a loan);

(f) A description of exactly how the other entity will use the personal property;

(g) A statement that the loan will not impact our mission; and

(h) A statement explaining that there is no other source from which the other entity can obtain the property to accomplish the purpose and mission of the proposed project or program.

B. If we plan to loan property in connection with projects or programs we support by a formal Service contract, cooperative agreement, or grant, we must incorporate the loan by reference into the award document or agreement.

5.8 How does the Service issue excess personal property to contractors and grantees (non-Federal entities)?

A. The Chiefs, CGS or CFM, implement requirements, policies, and procedures in [FMR, Subchapter B, Personal Property, Part 102-36](#), governing the disposition of excess personal property.

B. Contracting Officers and grant specialists are responsible for compliance with policies and procedures governing the use of excess personal property on cost-reimbursement type contracts, cooperative agreements, and grants ([see FMR, Subchapter B, Personal Property, 102-36](#), Subpart C, Acquiring Excess Personal Property for Non-Federal Recipients).

C. Accountable Officers must notify the Regional Personal Property Manager when they transfer excess personal property to a contractor or grantee. They must also establish and maintain a recordkeeping or inventory system that provides at least the following data:

(1) Name and address of the contractor or recipient;

(2) Status of contractor or recipient (e.g., cost-reimbursement-type contractor or project grantee);

(3) Complete description, including serial number and applicable two-digit Federal Supply Classification group (e.g., 43 - pumps and compressors, 51 - hand tools, 71 - furniture);

- (4) Date of transfer to contractor/grantee;
- (5) Transfer document;
- (6) Original acquisition cost of each item of property;
- (7) Ownership of property under terms of contract/grant;
- (8) Date of termination of contract/grant; and
- (9) Method for returning property to the Service upon termination of the contract/grant.

5.9 How does the Service donate excess computer equipment and software?

A. [Executive Order 12999](#), Educational Technology: Ensuring Opportunity for all Children in the Next Century, allows us to donate excess computer equipment and software to schools, educational institutions, or nonprofit organizations.

B. Regional Personal Property Managers must coordinate and approve donations of excess computer equipment and software. They also determine the best method of donation from two options:

- (1) Using GSAXcess® (see [section 5.15](#)); or
- (2) Directly donating to pre-approved schools, educational institutions, or nonprofit organizations that are registered on GSA's [Computers for Learning program Web site](#).

C. Regardless of how we donate the equipment, the

- (1) Receiving organizations are responsible for transporting the property,
- (2) Service programs must have their IRTM office sanitize hard-drives before submitting computer equipment for donation or disposal (IRTM certifies this is done using [Form DI-103A](#)), and
- (3) Accountable Officers must document the transfer using a Form [SF-120](#) and send all forms to the Regional Personal Property Manager. The Regional Personal Property Manager maintains the record and removes any system-controlled property from PPMS, if applicable.

D. Regional Personal Property Managers must report personal property donated to non-Federal institutions, organizations, or individuals annually on the Excess Property Furnished to Recipient Other than a Federal Agency (R310-8A) report.

5.10 When does the Service use the exchange/sale method? Accountable Officers must determine whether an exchange or sale will provide a greater return for the Government. When estimating the return under each method, they must also consider all related administrative and overhead costs. ([Read FMR, Subchapter B, Personal Property, 102-39](#), Replacement of Personal Property Pursuant to the Exchange/Sale Authority for more information.)

5.11 Under what circumstances may the Service accept donated personal property?

A. Authorized employees may accept donations of personal property valued at \$250,000 or less and the Director may accept donations of any value if, among other things:

- (1) The donations are compatible with the Service's mission, authorities, and policy, and
- (2) The contributor will receive no direct benefit from the Service.

B. See [374 DM 6](#), Donations, for additional information, guidelines, and requirements.

5.12 How does the Service recycle electronic equipment?

A. Regional Personal Property Managers:

- (1) Provide guidance and options to Accountable Officers for recycling of electronic equipment;
- (2) Can visit the Federal Electronic Challenge Web site for guidance on recycling of electronic equipment; and
- (3) See [section 5.4C\(4\)](#) for the Federal Electronics Challenge annual reporting requirements.

B. Accountable Officers:

- (1) Complete a [Form SF-120](#) or [DI-103A](#) with supporting documentation and send forms to the Regional Personal Property Manager for all electronic equipment they recycle, and
- (2) Coordinate with IRTM to sanitize or destroy computer hard-drives before recycling equipment.

5.13 How does the Service abandon or destroy Service-managed and system-controlled personal property?

A. Regional Personal Property Managers should read FMR, Subchapter B, Personal Property, 102-36, Disposition of Excess Personal Property for more information.

B. Accountable Officers should read [310 FW 6](#) for procedures on processing unserviceable personal property and [section 5.14](#) for procedures on processing excess firearms.

5.14 How does the Service handle the transfer or destruction of firearms?

A. Accountable Officers must contact the Regional Personal Property Manager before transferring or destroying firearms to receive disposition instructions. The Regional Personal Property Manager must also make sure there is no other need for the items.

B. Regional Personal Property Managers have two options for transferring firearms:

(1) Transfer the firearms to a known recipient within the Service, to another Departmental bureau, or to another Federal agency by following procedures and requirements outlined in [sections 5.6B, C, D, and E](#); or

(2) Report the firearms as excess to GSA using GSAXcess®.

C. We may not donate or abandon surplus firearms and ammunition.

D. To destroy firearms that are unserviceable, the Accountable Officer must:

(1) Complete a [Form DI-103](#), Report of Survey, and send it to the Regional Personal Property Manager to coordinate approval through the Board of Survey. Once approved:

(a) The Accountable Officer must make the firearm totally inoperable by smelting, crushing, cutting, breaking, or deforming the firearm (the scrap can then be sent for scrap/recycling after total

destruction); and

(b) Have another Service employee witness the destruction, sign the Form DI-103, and take photos as evidence of the total destruction.

(2) Send all documentation to the Regional Personal Property Manager.

E. After submitting the paperwork, the Regional Personal Property Manager must remove any system-controlled property from PPMS.

5.15 Are there any on-line tools available to find and report excess personal property? Yes.

A. Regional Personal Property Managers and Accountable Officers can use [GSAXcess®](#) to find excess property available from other Federal agencies or report our available excess property.

B. Accountable Officers must contact the Regional Personal Property Manager to process actions through GSAXcess®.

5.16 May Service employees purchase excess Government personal property?

A. Personal property may be sold to Service employees only by publicly advertised sealed bids or public auction sales methods, whether run by the Service or GSA. To eliminate the perceived unfair advantage that an employee may have on bidding for excess personal property, Service employees, their spouses, and their children may not buy excess Government personal property if:

(1) It is located at their current or former duty station;

(2) The employee has a past association with the property that may lead others to believe he/she has an advantageous position (e.g., a firefighter who used a piece of equipment on loan from a distant duty station while fighting a fire may not bid on it); or

(3) It is associated with a Board of Survey on which the employee served.

B. [Read FMR, Subchapter B, Personal Property, 102-38](#), Sale of Personal Property for more information.

For information on the content of this chapter, contact the Division of Contracting and Facilities Management. For information about this Web site, contact [Krista Holloway](#) in the Division of Policy and Directives Management.

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