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<b>Responsible Office:</b>	<a href="#">Risk &amp; Safety Services</a>
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## I. POLICY SUMMARY

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The purpose of this section of the University of California (UC) Agriculture and Natural Resources (ANR) Policy and Procedure Manual (PPM) is to describe the duties and responsibilities for the acquisition, use, and disposal of Federal Excess Personal Property (FEPP). This is based on the requirements of the U.S. Department of Agriculture (USDA), National Institutes of Food and Agriculture (NIFA) as set forth in the FEPP Administrative Manual.

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## II. DEFINITIONS

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Not used.

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## III. POLICY TEXT

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- A. FEPP is property that has been determined to be excess to the needs of a Federal program. An eligible agency may acquire the property if they have an acceptable, immediate, and specific use for the property. Title to property transferred under this program remains vested with USDA. Property may not be disposed of, cannibalized, transferred or modified in any manner without the approval of the USDA NIFA FEPP Coordinator.
- B. Authority of UC ANR to receive FEPP comes directly from USDA NIFA through the Agricultural Experiment Station and Cooperative Extension Service.
- C. All loaned FEPP is considered accountable property regardless of its acquisition cost and is identified as loaned or expendable. The program has three general classifications of FEPP.
  - 1. *Loaned, >\$5,000*: All non-expendable FEPP having an acquisition value of \$5,000 or more. A physical inventory, every two years, is required.
  - 2. *Loaned, <\$5,000*: All non-expendable FEPP having an acquisition value of less than \$5,000. A physical inventory is not required. An accurate record of disposition must be maintained.
  - 3. *Expendable*: FEPP that have an expected service life of less than two years, or loses its identity, or becomes a component part of other equipment. A physical inventory is not required. An accurate record of disposition must be maintained.

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## **IV. COMPLIANCE/RESPONSIBILITIES**

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- A. Administrative Head
1. The Administrative Head of the program in California is defined by NIFA as the Director, Agricultural Experiment Station and the Director, UC Cooperative Extension; that is, the Vice President – UC Agriculture and Natural Resources (Vice President).
  2. The Vice President has overall responsibility for all FEPP furnished by or through USDA NIFA. The Administrative Head may be held liable for FEPP that is lost, damaged, stolen, or destroyed if it is determined that the loss was attributed to gross negligence.
- B. Accountable Property Officer
1. The Administrative Head shall designate one or more persons to serve as representative to and liaison with the USDA and the GSA on personal property management matters. This person shall be the Accountable Property Officer (APO). The Director, Risk & Safety Services has been delegated this role for UC ANR.
  2. The APO is responsible for the proper control, accountability, and use of FEPP for UC ANR.
  3. The APO may delegate to the FEPP Coordinator the responsibility to maintain records and inventory related to all FEPP equipment in UC ANR's custody.
  4. Unit of Use Supervisor
    - a. The Unit of Use Supervisor is the head of the major organizational unit acquiring and/or receiving FEPP (i.e., Dean, Vice President, Vice Provost, REC Director, etc.) and is responsible for the control and maintenance of the property. The Unit of Use Supervisor may further delegate control and maintenance responsibility. For example, the Vice Provost might delegate the responsibility for control and maintenance to a local unit Director.
    - b. The principal duties and responsibilities of the Unit of Use Supervisor are the following:
      - Assigns and controls all FEPP under their jurisdiction.
      - Assures that FEPP is effectively utilized for authorized purposes and is properly maintained.
      - Obtains approval from the APO for all acquisitions, transfers, modifications, cannibalization or disposal of all FEPP. See links to guidance and forms in the below section VI, *Related Information*.
      - Conducts physical inventory every two years on loaned property assigned to their location or unit with an acquisition

value of \$5,000 or more and provide copies of inventory to the FEPP Coordinator and the APO.

- Maintains a record of the disposition for all loaned and expendable items acquired or received as they occur.
- Provides appropriate identification of all FEPP by the use of decals or other suitable methods of identification.
- Promptly reports to the FEPP Coordinator any FEPP items which are no longer needed and follows procedures to request disposal.
- Reports all lost, damaged, stolen, and unserviceable FEPP to the APO and FEPP Coordinator.
- Safeguards FEPP against theft, damage, and misuse.

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## **V. PROCEDURES**

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- A. All loaned FEPP with an acquisition value of \$5,000 or greater shall be included in the appropriate campus inventory system or other similar inventory system. Each unit shall establish a unique custodial code for FEPP and, as appropriate, for each site.
- B. Records shall be maintained that track the disposition of all FEPP from acquisition through disposal or transfer. The record for each item shall be sufficient to identify the original FEPP acquisition document. At a minimum this shall include the USDA NIFA and TID (Turn-In-Document) numbers.
- C. Monthly Transaction Reports (MTRs): The FEPP Coordinator will review the MTRs that are received from USDA NIFA and will correct any discrepancies and return the MTR to USDA NIFA.

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## **VI. RELATED INFORMATION**

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- USDA [FEPP Administrative Manual](#)
- UC ANR [FEPP Guidance](#)
- UC ANR [FEPP Request for Transfer Sale Disposal Form](#)
- UC ANR [FEPP Request for Transfer Sale Disposal Instructions](#)
- UC ANR [FEPP Supplemental Information - Non-vehicle](#)
- UC ANR [FEPP Supplemental Information – Vehicle](#)
- UC ANR [FEPP Off-Road Equipment Information](#)
- UC ANR [FEPP Tracking Slip](#)

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## **VII. FREQUENTLY ASKED QUESTIONS**

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Not used.

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## **VIII. REVISION HISTORY**

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**October 2017:**

Format updated.

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Revised for updated content.