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## I. POLICY SUMMARY

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The purpose of this section 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), Cooperative State Research, Education, and Extension Service (CSREES) as set forth in the [Administrative Manual for the FEPP Program](#).

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## II. DEFINITIONS

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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 CSREES, FEPP Coordinator.
- B.** Authority of the University of California (UC) Agriculture and Natural Resource (ANR) to receive FEPP comes directly from USDA, CSREES 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, >\$1,000*: All non-expendable FEPP having an acquisition value of \$1,000 or more. A physical inventory, every two years, is required.
  2. *Loaned, <\$1,000*: All non-expendable FEPP having an acquisition value of less than \$1,000. 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 lose 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 CSREES as the Director, Agricultural Experiment Station and the Director, Cooperative Extension; that is, the Vice President-- Agriculture and Natural Resources.
2. The Vice President has overall responsibility for all FEPP furnished by or through CSREES. 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 USDA and GSA on personal property management matters. This person shall be the Accountable Property Officer (APO). The Director, Facilities Planning and Management fulfills this role for ANR.
2. The APO is responsible for the proper control, accountability, and use of FEPP for ANR.
3. 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, Regional Director, Vice Chancellor, 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 Regional Director might delegate the responsibility for control and maintenance to the County 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.
    - Conduct physical inventory every two years on loaned property with an acquisition value of \$1,000 or more.
    - Maintain 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.
    - Requests prompt disposal instructions for FEPP items which are no longer needed.
    - Reports all lost, damaged, stolen, and unserviceable FEPP to the APO.
    - Safeguards FEPP against theft, damage, and misuse.

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**V. PROCEDURES**

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1. All loaned FEPP with an acquisition value of \$1,000 or greater shall be included in the appropriate campus inventory system. Each unit shall establish a unique custodial code for FEPP and, as appropriate, for each site.
2. 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 CSREES and TID (Turn-In-Document) numbers.

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## **VI. RELATED INFORMATION**

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- [Federal Excess Property Program](#)
- [Federal Excess Property Program Handbook](#)
- [USCA Federal Excess Personal Property \(FEPP\) Pamphlet](#)

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## **VII. FREQUENTLY ASKED QUESTIONS**

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## **VIII. REVISION HISTORY**

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**October 2017:**

Format updated.