

# Internal Guidelines

## MSU-MAFES Federal Surplus Property

Through partnership with USDA, Land Grant Universities are eligible to obtain Federal property reported as excess to directly support agricultural research and extension programs. USDA refers to this as their Federal Excess Personal Property (FEPP) Program. Mississippi Agricultural & Forestry Experiment Station (MAFES) administers this program within Mississippi State University to provide additional equipment to its departments with little cost as compared to buying the items on the open market. However, this federal surplus (FS) property remains vested with USDA. It is not owned by Mississippi State University or MAFES.

### **MAFES contacts:**

Accountable Property Officer (APO)  
Leslie Woolington  
Risk Mgmt/Loss Control  
[lwoolington@mafes.msstate.edu](mailto:lwoolington@mafes.msstate.edu)  
(662)325-3204

### **Property Custodians:**

By department – (see Leslie Woolington for current list)

### **USDA contacts:**

USDA FEPP Coordinator  
Cheryl Brumback  
[FEPP122@ars.usda.gov](mailto:FEPP122@ars.usda.gov)  
Office 301-504-1030

USDA FEPP Coordinator assistants:

- Marvin Ballard
- Perry Williams
- Renee Utt

[FEPP.Program@ars.usda.gov](mailto:FEPP.Program@ars.usda.gov)  
Main office 301-504-1020

It's important to understand that participation in the USDA FEPP Program is a privilege with which comes responsibility. The University and the APO are held accountable to USDA for all matters relating to the program.

**The property custodians and users are required to:**

- Care for and maintain the property.
- Provide access to inventory items upon request.
- Report any discrepancies in inventory to the APO immediately.
- Notify the APO before transferring an item to another department within MSU.
- Report items that are no longer needed or useful to the APO for proper disposal, transfer or cannibalization instructions from the USDA FEPP Coordinator.

**Acquisition**

Items available for acquisition can be found through [www.gsaxcess.com](http://www.gsaxcess.com) website. Access to this website is restricted. The APO, and those approved by the APO, are authorized screeners. New screeners can be approved by the APO as necessary.

Faculty and staff can notify a screener when an item is needed. There are no time-frames guaranteed for acquisition of items. Some requests may be acquired in the near or distant future; some requests will never be filled. A rule of thumb is that the more specialized a request is, the longer it may take to fill, if it is to be filled at all. Before an item is acquired it must be approved by the APO and department head of which area the item will be assigned. The requesting department will bear any transportation, travel, packing or other cost incurred to have the property relocated to MSU.

Upon receipt of the item at MSU...

The MAFES APO will assign a "federal property" number & an identification plate will be provided to attach to the item. (The ID plate should be placed near the original manufacturers ID plate if possible.) Should this federal property ID plate become eligible or lost, it is important to obtain a replacement. A picture of the item will be taken and all necessary information entered into the MAFES federal surplus property database. At this same time, the custodian will be required to sign a "Tracking Slip".

There are additional requirements for vehicles... A signed "form 97 Certificate to Obtain Title" must be obtained from the USDA FEPP Coordinator, and then given to MSU Procurement & Contracts (Amanda Burgess) so a license plate can be obtained. Any vehicle acquired will be reported to MSU Property Control for insurance purposes. The vehicle will be assigned an additional "state inventory" number & bar code sticker by Property Control. This number will be used to enter monthly fuel and maintenance log information into "Asset Management" for tracking just as required for any state owned vehicle. All federal surplus vehicles are to be identifiable and maintained according to the MSU Fleet Management Guidelines <http://www.procurement.msstate.edu/fleet/>.

## **Transfer**

Transfer of federal surplus items is permissible between MSU departments after notifying the APO. An email is required from both the departments transferring and receiving the item. If it is a vehicle being transferred, the "Interdepartmental Property Transfer" form must also be completed and submitted to MSU Property Control. [http://www.property.msstate.edu/forms/interdepartmental\\_transfer\\_form\\_data\\_entry.pdf](http://www.property.msstate.edu/forms/interdepartmental_transfer_form_data_entry.pdf)

## **Inventory**

Accurate records and accountability of maintenance and location of federal surplus items are of utmost importance, because these items are on loan to MSU and ownership remains with USDA. Each department should maintain their own inventory records on items issued to them to assist in inventory procedures.

Audits will be conducted annually.

Loss, theft or destruction of an item must be promptly reported to the APO for appropriate action. The custodian must furnish all factual data in writing as to the circumstances surrounding the loss, theft or destruction. The end user and custodian will be asked to assume responsibility. If necessary, an internal investigation will take place; this may entail questioning other employees in the area. If determined to be stolen, local law enforcement will be contacted to make out a report. All will then be reported to USDA FEPP Coordinator.

## **Disposal and Cannibalization**

Regardless of its real or "perceived" value, federal surplus property may not be thrown away. When an item becomes unserviceable or no longer needed it must be reported to the APO for transfer to another area within MSU or disposal instructions from the USDA FEPP Coordinator.

When reporting an item, the custodian should provide a few current pictures, the FS#, and a detailed description including its problems.

Disposal is usually not a quick process and may take up to 3 months to complete. During this time, the item should be put aside, but remain secured at the location. Custodians may only release items to another agency or purchaser after receiving the proper paperwork and permission from the APO.

There have been cases where equipment is no longer serviceable, but its parts can be used for repairs on other similar equipment. This cannibalization of equipment is permitted but must also be reported to the APO.