

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

January 30, 1991

FIRMR BULLETIN C-2

TO: Heads of Federal agencies

SUBJECT: Disposition and reuse of Federal information processing
equipment

1. Purpose. This bulletin provides guidance and detailed procedures for use by Federal agencies in the disposition and reuse of Government-owned FIP equipment that is no longer needed for the purpose for which it was acquired.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

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4. Related material.

- a. FIRMR Part 201-23
- b. 41 CFR Parts 101-44, 45, 46

TC 90-1

Attachment

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION
APPENDIX B

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5. Information and assistance.

General Services Administration
Authorizations Branch (KMAS)
18th and F Streets, NW
Washington, DC 20405

Telephone: FTS 241-1566 or (202) 501-1566.

6. Acronyms.

FAR Federal Acquisition Regulation
FIP Federal Information Processing
FSS Federal Supply Service
GFE Government Furnished Equipment
OAC Original Acquisition Cost
SF Standard Form

7. GSA Excess FIP Equipment Program. The GSA Excess FIP Equipment Program is managed by the Authorizations Branch (KMAS) of GSA's Information Resources Management Service. The primary goal of this program is to help Federal agencies locate up-to-date, used equipment for reuse and dispose of equipment that is no longer needed quickly and easily. Leased equipment is not covered by the GSA Excess FIP Equipment Program.

a. Reporting threshold. The threshold for reporting excess equipment to GSA is \$1 million OAC per component.

b. Outdated equipment. Outdated equipment is not to be reported to GSA as excess, regardless of its OAC.

8. Exchange/sale procedures. Exchange/sale procedures for FIP equipment are not covered solely by the FIRMR. They are contained in 41 CFR Part 101-46 and in the contracting policies and procedures in the FIRMR and the FAR.

9. Disposing agency actions. The agency should dispose of FIP equipment in the following order of precedence:

a. Reassign the equipment in accordance with FIRMR policies and procedures and established agency procedures.

b. Exchange or sell the equipment as part of a transaction to acquire replacement FIP equipment. Exchange/sale transactions for FIP equipment may be initiated in parallel with interagency screening, but screening by GSA of exchange/sale transactions with an OAC per component of \$1 million or more must be completed prior to concluding an exchange/sale transaction.

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c. When the component OAC is \$1 million or more and the equipment is not outdated, declare the equipment excess and report it to the GSA Excess FIP Equipment Program.

(1) The agency should send a completed SF-120 to GSA at least 60 days before it plans to release the equipment. The instructions for completing the SF-120 are in Attachment A to this bulletin. The SF-120 is illustrated in FAR 53.301-120 and 41 CFR 101-43.4901-120.

(2) Upon receipt of notification from GSA, the agency should assist in making arrangements for transfer of the excess equipment.

d. When the component OAC is less than \$1 million and the equipment is not outdated, the agency may request that GSA process the equipment through its Excess FIP Equipment Program as a special offering. An agency may request a special offering of the equipment to other agencies by forwarding a letter to GSA explaining the circumstances supporting the request. Interagency transfer of excess FIP equipment that is not outdated, with an OAC of less than \$1 million, is permitted if the holding agency learns of a potential user outside of the screening process. These transfers are not subject to GSA approval and may be made upon such terms as agreed to by the agencies involved.

e. Make excess FIP equipment available for surplus donation and subsequent sale in accordance with 41 CFR Parts 101-44 and 101-45 when:

(1) The equipment cannot be reassigned or transferred to another agency and the component OAC is less than \$1 million.
or

(2) The equipment was reported to the Excess FIP Equipment Program and could not be disposed of through that program within 60 days.

10. Reusing agency actions. The agency may request and obtain equipment available for reuse, including equipment that is available through the Excess FIP Equipment Program. When an agency determines that using equipment listed in GSA's Excess Equipment Availability Letter would be the most advantageous alternative to meet an agency requirement or that cost to the agency would be reduced if the equipment were provided to an agency contractor or grantee as GFE, the agency should:

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a. Submit a letter to GSA, specifying the equipment requested and describing the requirement the equipment will satisfy.

b. Comply with the instructions provided by GSA's approval letter, if the agency's request to acquire the excess equipment is approved.

11. GSA actions. GSA will:

a. Review SF-120s submitted by agencies to ensure that the equipment being reported as excess qualifies for reuse by Federal agencies.

b. Review letters from agencies that request a special offering through the GSA Excess FIP Equipment Program and determine whether to include the equipment in the program's Excess Equipment Availability Letter.

c. When equipment is available for reuse, forward an Excess Equipment Availability Letter to the individual responsible for disposition and reuse at each agency.

d. Process agency requests for equipment that has been made available through GSA's Excess FIP Equipment Program; in the case of multiple requests, decide which agency should receive the equipment.

e. Send letters to both the agency with the excess equipment and the agency receiving the equipment to notify each that GSA has approved the reuse of the equipment. These letters will provide instructions to be followed by both agencies.

f. Notify agencies that have requested excess equipment when their request has not been approved.

g. When equipment reported as excess to GSA does not qualify for inclusion in the GSA Excess FIP Equipment Program or when there are no requests from other Federal agencies for the equipment, refer it for donation or subsequent sale in accordance with 41 CFR Parts 101-44 and 101-45.

h. Screen exchange/sale transactions with an OAC per component of \$1 million or more.

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12. Agency responsibilities.

a. FIRMR 201-23 requires each agency to designate an individual to be responsible for managing the disposition of FIP equipment. The agency is to provide the individual's name, address, and telephone number to GSA.

b. FIRMR 201-23 also requires each agency to establish internal procedures for reassigning FIP equipment. These procedures should include the following, as a minimum:

(1) Procedures for reporting equipment that is no longer needed for the purpose for which it was acquired.

(2) Procedures to inform offices throughout the agency of the availability of equipment for reuse.

(3) Procedures to facilitate reuse of the equipment once it has been determined that reuse would be the most advantageous alternative for meeting an agency requirement, or that providing the equipment as GFE to a contractor or grantee would reduce agency contract or grant costs.

(4) In accordance with FIRMR 201-23, procedures for obtaining the approval of the agency DSO before reassigning outdated FIP equipment.

Thomas J. Buckholtz
Commissioner
Information Resources
Management Service

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Attachment A

INSTRUCTIONS
FOR
COMPLETING
STANDARD FORM (SF) 120

1. **APPLICABILITY:** These instructions apply only to the reporting of excess FIP equipment under the GSA Excess FIP Equipment Program in accordance with the policies and procedures of FIRMR Part 201-23 and this FIRMR bulletin. All other FIP equipment to be sold by GSA as surplus is reported to FSS regional offices only after donation screening pursuant to 41 CFR Part 101-44. Exchange/sale FIP equipment processed under 41 CFR Part 101-46 is not subject to donation screening. All surplus and Exchange/sale property is reported using SF-126, Report of Personal Property for Sale (see 41 CFR 101-45.303).
2. **NUMBER OF COPIES:** The original and two copies of the SF-120 for items reported under the GSA Excess FIP Equipment Program are to be submitted to:

General Services Administration
Authorizations Branch (KMAS)
18th and F Streets, NW
Washington, DC 20405

An SF-120A, Continuation Sheet, should be used when needed.

3. **NUMBERING:** The agency is to assign each line item on the SF-120 a unique item control number. This unique number is to be generated as provided in 41 CFR 101-43.4901-120-1, using the following standard format:
 - a. Reporting agency's FEDSTRIP or DOD activity address code (block 1).
 - b. Current Julian date (block 1).
 - c. An agency-assigned 4-digit item number (block 18(a)), that cannot be duplicated for a given activity address code on the same Julian date.
4. **REPORTING ELEMENTS:** The SF-120 (see attached specimen) should contain--
 - a. Condition code as defined in 41 CFR 101-43.4801;

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- b. Manufacturer's name;
- c. Equipment type and model;
- d. Description, including the supplier's nomenclature for each component;
- e. List of elements removed from each component, if applicable;
- f. Description of available software, engineering drawings, manuals, etc.; and
- g. Contractor-held equipment, if applicable, as an attached list.

5. ENDORSEMENTS: The SF-120 and copies should include this citation prominently displayed when the equipment is on real property exceeded per 41 CFR 101-47:

"FIP EQUIPMENT ON EXCESS REAL PROPERTY"

6. ADDITIONAL INFORMATION: See FAR 53.301-120 and 41 CFR 101-43.4901-120-1.

