



Program Statement

OPI: FPI
NUMBER: 8562.01
DATE: 1/18/2000
SUBJECT: Disposition of Personal
Property and FPI Form
30, Report of Survey

1. **PURPOSE AND SCOPE.** To establish procedures and responsibilities for the Board of Survey as they pertain to the valuation of donated property, investigation of inventory differences and declaration of property as excess to the needs of an operation within Federal Prison Industries (FPI), using the Report of Survey (FPI Form 30).

Additional guidance on the duties and responsibilities of the Board of Survey is contained in the Property Management Manual and the Department of Justice (DOJ) Property Management Regulations (JPMR) for circumstances surrounding the loss, damage or destruction of property and assessing monetary liability and recommending administrative actions against employees.

Furthermore, this Program Statement contains guidance for disposing of excess and surplus personal property, including donation of educationally useful computer equipment to educational institutions.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Donated property will be properly and consistently valued within FPI.

b. Managers will dispose of personal property promptly when it becomes obsolete or excess to the needs of their respective location.

c. Excess and surplus personal property will be disposed in accordance with Federal Property Management Regulations (FPMR) and General Services Administration (GSA) guidelines.

d. Proceeds from the sale of excess or surplus personal property will be retained by FPI in accordance with statutory authority and properly recorded in accordance with generally accepted accounting principles.

3. DIRECTIVES REFERENCED

PS 1237.11	Information Security Programs (10/24/97)
PS 4400.03	Property Management Manual (2/27/96)
PS 8000.01	UNICOR Corporate Policy and Procedures Manual (5/13/81)
PS 8520.02	Authorization for Capital Expenditures (2/9/96)
PS 8533.02	Inter-Industry Transfer, FPI (Ledger and Chart of Accounts) (3/8/99)
PS 8563.04	Buildings and Improvements (Fixed Assets) (7/8/98)
PS 8563.06	Machinery and Equipment (Fixed Assets) (6/11/99)
DOJ Order 2400.3	Justice Property Management Regulations (JPMR) (8/6/98)
Federal Property Management Regulations (FPMR)	
41 CFR 101-43 and 41 CFR 101-44	
Executive Order 12999	Educational Technology: Ensuring Opportunity for All Children in the Next Century (4/17/96)

4. STANDARDS REFERENCED. None

5. DEFINITIONS

a. **Acquisition Cost.** The original cost to FPI of an item of personal property as it is recorded in the financial and accounting records.

b. **Area Utilization Officer (AUO).** A GSA field representative with responsibility for screening, inspecting and using excess property and assisting in the donation and sales process.

c. **Excess Property.** Personal property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head of that agency.

d. **Fair Market Value.** The best estimate of the gross proceeds that would be recovered if the property were to be sold by competitive bid.

- e. **Idle Property.** Property not in use by the agency.
- f. **Personal Property.** Any property, except real property.
- g. **Real Property.** Any interest in land, together with the improvements, structures, and fixtures located thereon (including pre-fabricated movable structures).
- h. **Salvage.** Personal property that has a value exceeding its basic material content but which is in such condition that it has no reasonable use for any purpose as a unit, either by the holding agency or other Federal agency, and its repair or rehabilitation is clearly impractical. Repairs or rehabilitation estimated to exceed 65 percent of the original acquisition cost would be clearly impractical.
- i. **Scrap.** Personal property that has no value except for its basic material content.
- j. **Surplus Property.** Any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator of General Services.
- k. **Utilization.** Identification, processing, reporting and transfer of excess personal property among Federal agencies.
6. **BOARD OF SURVEY.** The Associate Warden of Industries, Education and Vocational Training (AW(I&E))/Superintendent of Industries (SOI) or operations manager (at locations that do not have an AW(I&E)/SOI) is to appoint a Board of Survey to conduct personal property reviews. In addition, the FPI Controller is to appoint a Board of Survey for reviews of property located in Central Office.

These reviews are to be conducted for:

- valuing donated property,
- investigating inventory differences,
- recommending disposition of excess and surplus personal property, and
- other purposes as described in Chapter 2 of the Property Management Manual and DOJ Order No. 2450 (JPMR) § 128-51.1.

The AW(I&E)/SOI and FPI Controller must use the FPI Form 30 to:

Appoint at least three board members. For field locations the members are to consist of a representative from:

- the Business Office,
- Warehouse or Quality Assurance, and
- the department, shop, or factory responsible for the property.

For Central Office the board members are to include members from:

- the Financial Management Branch (FMB),
 - the Material Management Branch (MMB), and
 - the branch where the property is assigned;
- Define the purpose of the Board of Survey, to include a recommendation of appraised value and/or disposition of property;
 - Provide a description and location of the property to be inspected;
 - Record the results of the Board of Survey activity and to submit its recommendations; and
 - Approve or recommend approval of the recommendations of the Board of Survey.

7. VALUATION OF DONATED PROPERTY. The law permits FPI to acquire excess and surplus property without exchange of funds when the transferring agency does not require reimbursement. Such property that has an original acquisition cost of **\$10,000 or more** is to be appraised by a Board of Survey within five days of receipt to determine the fair market value.

a. **Fixed Assets.** The appraised value assigned, including restoration, installation and transportation should result in a fair market value for a similar item. All items appraised with a fair market value **greater than \$10,000** must be approved by the Controller and must be capitalized in accordance with the Program Statement on Machinery and Equipment (Fixed Assets). If the appraised fair market value of such equipment is **less than \$10,000**, any related acquisition cost is to be charged to an appropriate expense account.

b. **Raw Materials & Supplies (RM&S).** Line item appraisals are to be based upon original acquisition value as noted on the surplus property listing, GSA Disposal Condition Code (Attachment A) and the extent of modification required to adapt the item to FPI needs. Considering all these factors, the property is to be appraised at fair market value. The primary purpose is to provide a realistic appraisal so that production costs are not distorted by an under or over valuation of raw material costs.

- Upon approval of a survey action by the AW(I&E)/SOI, the appraised amount is to be debited to RM&S, Account 1511, and credited to Donated Property, 3220.
- The stock items are to be entered into the Management Control System (MCS) Inventory module.
- Freight costs of obtaining donated property are to be expensed as incurred and not added to the appraised value.

c. **Recycling Operations.** Donated items used in recycling operations that must undergo significant processing before being usable are not assigned a value and hence, not reviewed by a Board of Survey. These items may include computers and computer peripheral equipment, laser cartridges, and other items that normally have little or no value without extensive work being done.

8. **INVESTIGATING INVENTORY DIFFERENCES.** As outlined in the Program Statement on Machinery and Equipment (Fixed Assets), the AW(I&E)/SOI is to appoint a Board of Survey to review the results of the Factory Manager's investigation of fixed asset inventory discrepancies. In addition, a Board of Survey must be appointed to investigate any property damage, destruction, thefts, or other significant losses discovered during a review of property in accordance with procedures outlined in Chapter 2 of the Property Management Manual and DOJ Order No. 2450 (JPMR) § 128-51.1.

9. **PROPERTY UTILIZATION.** All AW(I&E)/SOIs and operational managers are responsible for monitoring the property under their control to assure maximum use and the prompt disposition of items which become obsolete or excess to the needs of that location. Whenever there is sufficient evidence that any Building and Improvement, Machinery and Equipment, RM&S, Work in Process or Finished Goods have become idle (not in use) and need no longer be retained, the AW(I&E)/SOI is to appoint a Board of Survey to physically inspect such property and recommend whatever action is considered to be in the best interest of the Government.

a. The resulting Report of Survey is to include:

- complete property description, including applicable stock number or equipment number;
- brief comments supporting the recommended action;
- cost data, including capitalized amount, book value and recommended value if applicable;
- present condition and corresponding GSA Disposal Condition Code (Attachment A).

b. Using the guidelines in this Program Statement, the Board of Survey is to determine, based upon the condition of the property, whether the property is to go through the agency screening procedures outlined below, or to be disposed of as scrap. It is not necessary to report scrap to GSA for screening.

c. Line items on Reports of Survey that result in the write-off of an asset or the disposition of property are to be approved at the following levels based upon the property's initial acquisition cost:

- | | |
|---|------------------------------|
| • AW(I&E) | \$5,000 and less |
| • Senior Program Manager
(or appropriate Branch Manager) | \$5,001 thru \$10,000 |
| • Deputy Assistant Director | \$10,001 and higher. |

10. **IDENTIFYING EXCESS PERSONAL PROPERTY.** Since FPI is a wholly owned Government Corporation, the property disposal process is somewhat unique. In accordance with 41 CFR 101-43.309, FPI is entitled to fair market value reimbursement for the transfer of its excess personal property. Before property can be declared excess and reported to GSA however, the location holding the property must first ensure that there is not a need for it within FPI and the DOJ.

Note: Vehicles that are considered excess to the needs of the operation are to be reported to the local Facility Manager once the vehicle has been removed from service. The BOP Facility Manager is responsible for removing tags and updating the vehicle records before FPI may dispose of it.

a. **FPI Screening.** Personal property which has been properly surveyed and determined to be excess of local needs is to be listed and sent to all FPI locations via E-mail. In addition, the applicable Program Manager and Product Support Center Manager are to be notified in order to assist in locating an FPI operation that may have need of the property.

- Inventory is to be transferred from one location to another at net book value via the Inter-Industry Transfer Module according to the procedures outlined in the FPI Program Statement on Inter-Industry Transfer. If the property's book value is significantly more than the fair market value, the transferring location is to write down the property's value at the recommendation of the Board of Survey before the transfer.
- Guidelines for the transfer of Machinery and Equipment Inventory are contained in the Program Statement on Machinery and Equipment (Fixed Assets).
- Shipping charges incurred by transfer of raw materials and supplies are to be borne by the benefitting factory. If the transfer is made to relieve the sending institution of inventory items for which it has no foreseeable need, shipping charges incurred is to be borne by the sending location.

If there is no response from another FPI location after two weeks from the date the items were initially advertised, the list is then prepared for screening through the DOJ.

Note: When disposing of property, particularly scrap or waste from the manufacturing process, consideration must be given first to FPI's Recycling Program. In certain situations, decisions will need to be made whether to dispose of property through FPI's Recycling Program or to sell the property on the open market. The AW(I&E)/SOI must use good judgement in choosing the course that would derive the greatest benefit to FPI.

b. **DOJ Screening.** Before personal property can be declared excess and reported to GSA, it must be screened within the Agency itself for possible use. Since FPI is a wholly owned Government Corporation, any personal property excess to FPI needs is offered to other DOJ components as reimbursable property; that is, property for which FPI is to be reimbursed at the fair market value.

- The location in charge of the personal property is to complete a Report of Excess Personal Property (SF-120), and forward a copy to the Deputy Controller or designee in the FMB in Central Office. The location is to hold

the original SF-120 until the Deputy Controller authorizes that location to notify GSA of the excess property.

- The body of the SF 120 is to contain the following notation:

"FPI has statutory authority to receive and retain reimbursement of fair market value for property transferred to other Federal agencies. This property is exempt from the donation screening/transfer process." 41 CFR 101-43.309-3; 41 CFR 101-43.311-3.

- The vast majority of excess personal property in FPI is of no use to other components of the DOJ because of the nature of FPI's business (i.e., raw materials items). Therefore, the Deputy Controller or designee is to exercise judgement as to whether there may be a need for the property within the DOJ. If it is determined that there may be a need for the property within the DOJ (i.e., office furniture), then the Deputy Controller must submit the SF 120 to the DOJ components listed in DOJ Order No. 2450 (JPMR) § 128-43.150. Before forwarding the SF-120 to the components however, the Deputy Controller is to ensure that the notation is on the report that reimbursement for the property is required, and include the appropriate Agency Location Code (ALC) and Appropriation Code. If it is determined that there is not a need, or if no response is received from any of the DOJ components within 14 days, the Deputy Controller is to notify the location to proceed with disposition immediately.

Personal property determined not to be needed by FPI or the DOJ is to be reported to GSA as excess.

Note: Locations are encouraged to screen the property informally through the Bureau before submitting the SF-120 to Central Office for formal DOJ screening. As with the other DOJ components, the property is to be offered to the Bureau for reimbursement.

11. REPORTING EXCESS PERSONAL PROPERTY. Excess personal property is to be reported to GSA promptly in accordance with the Federal Supply Classification (FSC) groups and classes in 41 CFR 101-43.4801 with descriptions in sufficient detail to

permit transfer or sale without further reference to the location holding the property. Locations are to contact their respective GSA AUOs (Attachment B) for assistance in reporting excess personal property properly. Excess personal property that is not transferred to another Federal agency, will become surplus at the close of business on the surplus release date.

a. **Reportable Property.** Excess personal property that has a GSA Disposal Condition Code of salvage or better, and that has a unit cost, measured in acquisition dollars of **\$5,000 or more**, is considered reportable property. On such property, a properly completed SF-120 is to be forwarded to the respective GSA AUO. The report must contain the statement in Section 10.b. above.

If the location does **not** want GSA to sell the property, the following statement must be included as well:

"FPI shall conduct the sale of excess property reported on this form."

The surplus release date, as determined by the GSA regional office, will occur 60 calendar days or less after receipt of the report of excess personal property by GSA.

b. **Non-Reportable Property.** Excess personal property not meeting the requirements in Section 11.a. is considered to be non-reportable property. In addition, excess personal property that is not to be reported includes:

- Property dangerous to public health and safety;
- Scrap and/or salvage;
- Property classified or otherwise sensitive for reasons of national security.

Although this property is not required to be reported formally, the GSA AUO is responsible for:

- local screening of such property,
- making it available to Federal agencies, and
- its expeditious transfer.

Thus, FPI locations are to informally notify by telephone their respective GSA AUO of any non-reportable property, and then make available to the AUO a listing of the property, providing the extended value in acquisition cost dollars of each line item and the total number of line items on the listing. An SF-120 may be used in lieu of the listing.

Non-reportable property will become surplus 21 days from the date when the property was determined to be excess.

c. **Hazardous Materials.** Since there are specific requirements concerning the transfer of excess hazardous materials, locations are to consult their respective GSA AUO as to identification and reporting requirements.

12. **SALE OF SURPLUS PERSONAL PROPERTY.** Since property owned by FPI is reimbursable, it is not subject to donation screening once it is determined to be surplus, but is ready for immediate disposition. Disposition is to be according to the Board of Survey recommendation, subject to approval by the AW(I&E)/SOI.

a. **Sale Conducted by GSA.** Although not required, the preferred method of sale of surplus personal property is through the GSA Personal Property Sales Program. Under this program, GSA will market and sell surplus property for a percentage of the proceeds of the sale. GSA will conduct the sale of any property for which an SF-120 was received unless otherwise stated on the form. If a location desires GSA to conduct a sale on property in which an SF-120 was not submitted, that location must complete a Report of Personal Property For Sale (SF-126) and submit it to its respective GSA AUO.

b. **Sale Conducted by FPI.** If FPI is to conduct the sale, GSA is to be notified by including the following statement on the SF-120:

"FPI shall conduct the sale of excess property reported on this form."

To ensure compliance with statutory guidelines, only a contracting officer may conduct the sale of surplus property and scrap (unless the sale is part of FPI's Recycling Program). If the combined amount of the property for sale **exceeds \$25,000**, the MMB in Central Office must direct the sale.

c. **Sale of Scrap.** A contracting officer may contract for the sale, disposal, and/or recycling of scrap produced continuously. Salvage and scrap is to be accumulated and separated by nature of material (iron and steel, brass, copper, stainless steel, batteries, etc) to obtain the highest return from the sale.

d. **Sales Resulting from Recycling Programs.** Recycling programs are under the purview of the Program Manager for Recycling located in the FPI Central Office. Products sold as a result of the Recycling Program are not considered excess or

surplus personal property and as a result, are not governed by the provisions of this Program Statement.

13. **DONATION OF SURPLUS PROPERTY.** The Deputy Assistant Director of Industries, Education and Vocational Training may approve a waiver of the requirement to offer property for sale to the public in order to donate it to other government agencies or public bodies as authorized in 41 CFR 101-44.

14. **PROPERTY HAVING NO COMMERCIAL VALUE.** Property determined to have no commercial value by a Board of Survey and reviewed by the AW(I&E)/SOI, may be donated to a public body or disposed of through the abandonment/destruction process. The Board must declare in writing on a Report of Survey that:

- based upon its investigation it is determined that the property has no commercial value, or
- the estimated cost of the property's continued care and handling would exceed the estimated proceeds from its sale.

a. **Donation to a Public Body.** A public body includes any organization as defined in 41 CFR 101-44.001-11.

b. **Abandonment/Destruction.** Property that is determined to have no commercial value by a Board of Survey may be abandoned/destroyed if the abandonment or destruction will be made in a manner which is not detrimental or dangerous to public health or safety.

Public notice of the intent to abandon or destroy property is to be given in a local newspaper and/or through the posting of signs in one or more common use facilities available to the public (i.e., post office, public library, etc). The notice is to contain an offer to sell the property. Property may be abandoned or destroyed without public notice if the Board of Survey finds in its report that:

- the value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale, even as scrap, is clearly not economical; or
- abandonment or destruction is required because of health, safety, or security reasons.

Any item of property with an original cost (estimated if unknown) of **less than \$500** is normally to be considered for abandonment or destruction without public notice.

c. **Abandonment/Destruction Certification.** A certification is to be prepared documenting the abandonment/destruction of the property and signed by the AW(I&E)/SOI. The certification is to read:

"I certify that (identify items) were abandoned (or destroyed) in the manner authorized by the Federal Property Management Regulations and other applicable regulations."

The certificate is also to include the following statement:

"I have witnessed the abandonment (or destruction) of the described property in the manner and on the date stated herein."

A witness, other than the AW(I&E)/SOI, must sign and date this statement.

The abandonment and/or destruction of hazardous material is to be subject to federal, state and local waste disposal and air and water pollution control standards.

15. **EXCESS COMPUTER EQUIPMENT.** Executive Order 12999, dated April 17, 1996, entitled: Educational Technology: Ensuring Opportunity for All Children in the Next Century, authorizes the direct donation of "educationally useful Federal equipment" to educational institutions, without GSA approval, after screening through the DOJ has been completed.

Educational institutions include individual public or private institutions encompassing pre-kindergarten through twelfth grade, as well as public school districts. Educationally useful Federal equipment is defined by Executive Order 12999 as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It also includes computer software, where the transfer of licenses is permitted.

a. **Identifying Excess Computer Equipment.** Before idle computer equipment can be donated to qualified educational institutions, the location holding the property must first screen all FPI locations, including Central Office, to see if there is an internal need for the equipment. This screening may be accomplished through E-mail.

If, after 14 days, no location has expressed a need for the equipment, the location may proceed with screening through the DOJ in accordance with procedures outlined in Section 10.b. Locations may informally screen excess computer equipment through the Bureau before offering it through the DOJ.

Note: The Systems Administrator at a location must make the determination that the computer (or computer related) equipment need not be screened with the DOJ if there is little likelihood of the item being reused or transferred, based on historical activity. For example, it is not necessary to screen excess personal computers through the DOJ unless it is a Pentium level or higher computer. Other types of computers and computer equipment must be of a significant dollar value before screening with the DOJ.

b. **Donating Excess Computer Equipment.** If no component within the DOJ expresses a need for the equipment, the Deputy Controller or designee may notify the location holding the equipment that it is now available for donation. Holding locations must use all practicable means, including newspaper, community announcements, and the Internet to inform eligible recipients of the available equipment.

Particular preference is to be given to schools and nonprofit organizations located in the Federal enterprise communities and empowerment zones. Locations that repeatedly donate excess computer equipment must attempt to distribute it equitably among donees.

Note: Prior to donation, all computer equipment hard drives are to be cleared of any data and software in accordance with the Program Statement on the Information Security Program.

c. **Computer De-Manufacturing.** If a location has a significant quantity of excess computer equipment, it may elect to ship that equipment to the nearest Computer De-Manufacturing operation. Significant amounts would be an amount sufficient to cover any shipping expense incurred. Personnel at a De-manufacturing operation are to be consulted to determine if the equipment warrants shipment.

d. **Documentation of the Donation.** A Report of Survey is to be prepared for donations of computer equipment, and a receipt from an appropriate official of the organization receiving the donation is to be obtained.

16. **REPORTING.** An annual report, in letter form, of personal property that was furnished (not sold) to a recipient other than a Federal agency must be submitted to the Director, Facilities and Administrative Services Staff, Justice Management Division, 60 days after fiscal year end. In order to meet this requirement, all field locations must report this information to FMB as a part of the Fiscal Year-End Reporting Requirements process. The report is to include:

- A reference to FPMR 101-43.4701(c);
- Name and address of each recipient;
- Status of each recipient;
- Total original acquisition cost of property furnished to each recipient, identified by each applicable two-digit Federal Supply Classification (FSC) group.

Negative reports are required.

17. **ASSISTANCE.** In matters relating to use and disposition of excess personal property, staff are advised to consult their respective GSA AUOs.

/s/

Kathleen Hawk Sawyer
Director

DISPOSAL CONDITION CODE

Code	Definition
1	Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Property which shows some wear, but can be used without significant repair.
7	Property which is unusable in its current condition but can be economically repaired.
X	Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.
S	Property which has no value except for its basic material content.

GSA AREA UTILIZATION OFFICERS

NEW ENGLAND REGION

(STATES: CT,ME,MA,NH,RI,VT)

Address: GSA/FSS (2FBP-1)
O'Neil Federal Office Building
10 Causeway Street, 3rd Floor, Room 347
Boston, MA 02222
Tel No: (617)565-7324
Fax No: (617)565-7317

NORTHEAST & CARIBBEAN REGION

(STATES: NJ,NY,PR,VI)

Address: GSA/FSS (2FB)
26 Federal Plaza, Room 20-112
New York, NY 10278
Tel No: (212)264-2034/2623
Fax No: (212)264-9806

NATIONAL CAPITAL REGION

(STATES: DC,& NEARBY MD,VA)

Address: GSA/FSS (3FP-W)
740 L'Enfant Plaza East, SW, Room 8100
Washington, DC 20407
Tel No: (202)619-8968
Fax No: (202)619-8985
-or-
Tel No: (703)557-5191
Fax No: (703)557-2670

MID-ATLANTIC REGION

(STATES: DE,MD,PA,VA,WV)

Area: DE,MD Eastern Shore & Eastern PA
Address: GSA/FSS (3FPU-N)
The Wanamaker Building, Room 860
100 Penn Square East
Philadelphia, PA 19107-3396
Tel No: (215)656-3930
Fax No: (215)656-3946

Area: Northern VA and Southern MD
Address: GSA/FSS (3FPU-S1)
Federal Building
400 North 8th Street
Richmond, VA 23240
Tel No: (804) 771-2104

Area: Southern VA and Central WV
Address: GSA/FSS (3FPU-S2)
1960 Diamond Hill Road
Chesapeake, VA 23324
Tel No: (757) 441-3141
Fax No: (757) 441-3142

Area: Western PA & Western/Central MD
Address: GSA/FSS (3FPU-N1)
Building 1, 2nd Floor, NW
DDRE
New Cumberland, PA 17070
Tel No: (717) 770-6861
DSN: 977-6861
Fax No: (717) 770-6838

SOUTHEAST SUNBELT REGION
(STATES: AL, FL, GA, KY, MS, NC, SC, TN)

Area: GA
Address: GSA/FSS (4FD-4FM)
401 West Peachtree Street
Atlanta, GA 30365-2550
Tel No: (404) 331-1300
Fax No: (404) 331-7563

Area: AL, FL Panhandle, & MS
Address: GSA/FSS (4FD-4FM)
4385 South Drive
Jackson, MS 39209
Tel No: (601) 965-5078
Fax No: (601) 965-4213

Area: NC and SC
Address: Official Mail Distribution Center (OMDC)
Building 4-2175, Reilly Road
Ft Bragg, NC 28307-5000
Tel No: (910) 396-3159
Fax No: (910) 960-9753

Area: KY and TN
GSA/FSS (4FD-4FM)
401 West Peachtree Street, Suite 2600
Atlanta, GA 30365-2550
Tel No: (404) 331-0263
Fax No: (404) 331-7563

Area: FL, except Panhandle
Address: GSA/FSS (4FD-4FM)
Building M6-880, TR3-022
Kennedy Space Center, FL 32899
Tel No: (407) 867-2833
Fax No: (407) 867-7409

GREAT LAKES REGION
(STATES: IL, IN, MI, MN, OH, WI)

Area: OH
Address: GSA/FSS/AUO
PO Box 8130
West Chester, OH 45069
Tel No: (513) 755-6594
Fax No: (513) 755-7461

Area: MI (Upper Peninsula), MN, WI
Address: GSA/FSS/AUO
Rte 3, C 44
Buffalo, MN 55313-4602
Tel No: (612) 477-5170
Fax No: (612) 477-5188

Area: IN and MI (except in Upper Peninsula)
Address: GSA/FSS/AUO
PO Box 649
DeWitt, MI 48820
Tel No: (517) 669-5771
Fax No: (517) 669-5441

Area: IL
Address: GSA/FSS/Utilization & Donation
DPN 34-6, Room 3400
230 S. Dearborn Street
Chicago, IL 60604-1696
Tel No: (312) 886-8996
Fax No: (312) 353-0827

HEARTLAND REGION
(STATES: IA,KS,MO,NE)

Address: GSA/FSS (6FBP)
1500 East Bannister Road, Room 1102
Kansas City, MO 64131

Area: Kansas City Metropolitan Area, KS, and NE
Tel No: (816)823-3716
Fax No: (816)823-3711

Area: IA and MO
Tel No: (816)823-3717
Fax No: (816)823-3711

GREATER SOUTHWEST REGION
(STATES: AR,LA,NM,OK,TX)

Area: OK and TX Pandhandle
Address: GSA/FSS (7FMPU-7)
Area Utilization Office L-1
6150 Air Depot Boulevard, Suite 9
Tinker AFB, OK 73145-5000
Tel No: (405)231-4422/4628
DSN: 339-5467
Fax No: (405)231-4435

Area: Northern NM, Central and Western TX
Address: GSA/FSS (7FMPU-F)
819 Taylor Street, Room 6A12
Fort Worth, TX 76102-6105
Tel No: (817)978-2343/2341
Fax No: (817)978-8738

Area: Southern NM and Southern TX
Address: GSA/FSS (FMPU-K)
Area Utilization Office
405 Fickle Street
Building 3060, Suite 2
East Kelly AFB, TX 78241
Tel No: (210)921-2550
DSN: 945-5653
Fax No: (210)921-2535

Area: AR,LA, Eastern TX
Address: GSA/FSS (7FMPU-R)
Red River Army Depot, Building 473
PO Box 597
Hooks, TX 75561
Tel No: (903) 334-2922
DSN: 829-2922
Fax No: (903) 334-3910

ROCKY MOUNTAIN REGION
(STATES: CO,MT,ND,SD,UT,WY)

Area: CO,SD,WY
Address: GSA/FSS (7FP-8)
Denver Federal Center, Building 41
PO Box 25506
Denver, CO 80225-0506
Tel No: (303) 236-7704
Fax No: (303) 236-7544

Area: MT,ND,UT
Address: GSA/FSS (7FP-8C)
Clearfield Federal Depot, Building 2
Freeport Center Station
PO Box 160037
Clearfield, UT 84016-0037
Tel No: (801) 774-9879
Fax No: (801) 774-9681

PACIFIC RIM REGION
(STATES: AZ,CA,HI,NV)

Area: AZ
Address: GSA/FSS/PMD
450 North Grande Avenue
Tucson, AZ 85745-2799
Tel No: (520) 670-6732
Fax No: (520) 670-6446

Area: Yuma, AZ; El Centro and San Diego, CA
Address: GSA/FSS/PMD
2950 Kurtz Street, Suite B
San Diego, CA 92110
Tel No: (619) 557-6553
Fax No: (619) 557-6815

Area: Central CA; Los Angeles, CA; and Southern Nevada
Address: GSA/FSS/PMD
Building 5, Section E
5600 Rickenbacker Road
Bell, CA 90201
Tel No: (323) 526-7506
Fax No: (323) 526-7502

Area: Las Vegas, NV
Address: GSA/FSS
600 Las Vegas Blvd, South - Room 150
Las Vegas, NV 89101
Tel No: (702) 388-6677
Fax No: (702) 388-6590

Area: HI
Address: GSA/FSS (9FBP-U4)
Hawaii Office
PO Box 31344
Honolulu, HI 96820
Tel No: (808) 448-2067
Fax No: (808) 449-1325

NORTHWEST/ARCTIC REGION
(STATES: AK, ID, OR, WA)

Area: ID, OR, WA
Address: GSA/FSS/U&D (10FZP-U)
GSA Center
400 15th Street, SW
Auburn, WA 98001-6599
Tel No: (253) 931-7934
Fax No: (253) 931-7571