

Internal Guidelines

MSU-MAFES Federal Surplus Property

Through partnership with USDA, Mississippi State University is eligible to obtain federal property reported as excess to further the purpose of cooperative agricultural research and extension programs. Personal Property Management System (PPMS) is the entry site for this Federal Excess Personal Property (FEPP) Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services Administration (GSA). 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, operating under agency- bureau code 1210 and AAC code 123159. All federal surplus (FS) property obtained through FEPP remains vested with USDA; it is not owned by Mississippi State University or MAFES.

MAFES contacts:

Accountable Property Officer (APO):

Leslie Woolington – MAFES/ES Risk Mgmt/Loss Control Manager
LHW4@msstate.edu (662)325-3204

PPMS Screeners by dept:

1. ADS - Colby Hardin clh428@msstate.edu
2. ADS - William White wew2@msstate.edu
3. BMEPP - Sonya Baird smb120@msstate.edu
4. Central MS R&E - Clay Cheroni rcc156@msstate.edu
5. Coastal R&E - Susan DeBlanc std17@msstate.edu
6. Delta R&E - Kenner Patton kmp115@msstate.edu
7. North MS R&E - Zack Ivy zsi2@msstate.edu
8. Poultry Science - Dylan Stephens dws222@msstate.edu
9. Research Support- Zach Pitts zlp7@msstate.edu
10. Sustainable Bioproducts. - Summer Mays snd204@msstate.edu

FS Property Custodians:

see APO for current list by department.

USDA contacts: FEPP.PROGRAM@usda.gov main office (301) 504-1096

USDA FEPP Coordinator:

Elisa Dawdy – chief, Personal Property & Fleet Oversight Branch
elisa.dawdy@usda.gov (970) 492-7093

USDA FEPP Coordinator assistants:

Perry Williams (*our property mgmt. specialist*) perry.williams@usda.gov (301) 504-1047
Marvin Ballard marvin.ballard@usda.gov
Renee Utt renee.utt@usda.gov

It's important to understand that participation in the USDA FEPP Program is a privilege with which comes responsibility. MSU-MAFES and the APO are held accountable to USDA for all matters relating to the program and guided by USDA's "Tractor Book" <https://www.ars.usda.gov/afm/apd/personal-property/> .

The FS 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.
- Report items to the APO that are no longer needed or useful for proper disposal, transfer or cannibalization instructions from the USDA FEPP Coordinator.

Acquisition

Items available for acquisition can be found through the www.ppms.gov website. Access to this website is restricted to the APO and authorized Screeners. The APO is appointed by the MAFES Director, and screeners are approved by the APO as necessary.

Faculty and staff can notify a screener or the APO when an item is needed. There is no timeframe 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 APO will assign a FS number and 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 FS 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 MSU-MAFES federal surplus property inventory database maintained by the APO. At this same time, the custodian will be required to sign a "Tracking Slip".

Additional requirements for vehicles...

A signed "form 97 Certificate to Obtain Title" must be obtained from the USDA FEPP Coordinator by the APO, and then given to MSU Procurement & Contracts (Debra Raines, 325-2553) 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 MSU state inventory

number & bar code sticker by Property Control. This number will be used to enter monthly fuel and maintenance log information into the MSU inventory system 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> .

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 MSU "Interdepartmental Property Transfer" form must also be completed and submitted to the APO and MSU Property Control.

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. In addition to the MSU-MAFES federal surplus property inventory list maintained by the APO, each department should maintain their own records on FS property issued to them to assist during audits.

Audits will be conducted annually by the MAFES APO and bi-annually by USDA FEPP personnel.

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 by the custodian to the APO. Information should include a few current pictures, the MAFES assigned FS#, and a detailed description including its problems. Items may then be transferred to another area within MSU or according to disposal instructions from USDA FEPP personnel.

Disposal is not a quick process and will take up to at least 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 may be permitted but must also be reported to the APO beforehand for approval.