

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF GENERAL SERVICES
PROPERTY MANAGEMENT OFFICE**

PROPERTY CONTROL MANUAL

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PUBLICATION DATA

This manual is a publication of the Property Management Office. It is intended for Department Property Officers, Department Property Custodians, and others responsible for property within the State of Alaska's Executive Branch departments. The Property Control Manual includes detailed information about state property requirements established by the Department of Administration, property management procedures, and various types of property transactions. Although departmental policies and procedures may supplement property control practices, such supplements must not supersede those established by the Department of Administration or regulatory guidelines required by state statute.

This manual does not supersede or replace any statutory or regulatory guidelines or authorities established by the State of Alaska, or policies and procedures as implemented by the Chief Procurement Officer of Department of Administration, Director of Division of General Services of Department of Administration, or the Commissioner of Department of Administration.

The Property Management Office within the Division of General Services, Department of Administration is responsible for State of Alaska property management and for the Alaska Federal Surplus Property Program.

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SECTION 1. PROPERTY CONTROL MANAGEMENT

Maintaining accountability for state owned and controlled property is an important responsibility assigned to the Department of Administration's Property Management Office. This section covers the responsibilities and key role of Department Property Officers and Department Property Custodians in managing state property. In addition, controlled property is defined, property control numbers are discussed, and statutory references regarding property are cited.

1-1. OVERVIEW

The Department of Administration has statutory authority for directing property transactions statewide and for maintaining accurate records of state property.

Management of vehicles and heavy equipment is the responsibility of the State Equipment Fleet within the Department of Transportation and Public Facilities.

Telecommunications related property is the responsibility of the Enterprise Technology Services division within the Department of Administration.

Real property (state owned buildings, leases, housing, or any such related areas) is the responsibility of the Leasing and Facilities section within the Department of Administration.

Hides, pelts, and animal parts which become state property is the responsibility of the Department of Fish and Game.

The storing and disposition of evidence and weapons is the responsibility of the Department of Public Safety.

The storage and handling of artifacts is the responsibility of the Department of Education and Early Development.

All other non-consumable property, referred to as "controlled property" is managed by the Property Management Office within the Department of Administration. The Property Management Office's goal is to assure that departments get the maximum benefit from the property the state owns and controls. Accordingly, priority is given to property management decisions that provide for the reutilization of state property and, where cost effective, the salvage of usable items or parts.

The ability of the Property Management Office to maintain a central listing of property needed by departments, property reutilization activities, and its authority over final approval of a variety of property transactions makes it possible for the state to make maximum use of property purchased with public funds.

As part of its property control responsibilities, the Property Management Office guides departments on the importance and necessity of accurate record keeping, proper care of state owned property, and standardizes property accounting procedures. Although the processing of excess state property is the function which often causes Department Property Officers and Department Property Custodians to turn to the Property Management Office for assistance, effective property control on an ongoing basis remains the best way for departments to fulfill their duty to control, protect, and account for state owned property. With the help of Department Property Officers and Department Property Custodians, the Property Management Office exercises its responsibility in a variety of ways including:

- **PROPERTY CONTROL MANAGEMENT** - Helping departments with accurate and effective property control management when property is acquired, transferred, excessed, or processed for disposal.
- **PROPERTY REUTILIZATION** - Coordination, oversight, and approval of surplus property reutilization activities by departments.
- **INTEGRATED RESOURCE INFORMATION SYSTEM (IRIS)** - Coordination, oversight, and approval of property transactions for controlled property tracked in IRIS.
- **LOW COST ALTERNATIVE ASSET ACQUISITION** - Accomplished through the Alaska Federal Surplus Property Program.
- **PROPERTY GUIDES AND PROCEDURES** - Preparing, providing, and updating manuals, guides, publications, and procedures for state owned property.
- **PROPERTY FORMS** - Providing property transaction forms and instructions required to implement property procedures.
- **PROPERTY TRANSACTIONS** - Overseeing and approving property transactions such as: inter-agency property transfers, lost-stolen-damaged, destruction, donation, trade-in requests, online auctions, negotiated sales, and excess buildings.
- **EXCESS PROPERTY DISPOSAL** - Selling state property which is excess to the needs of any state agency.
- **PHYSICAL INVENTORY** - Establishing procedures for physical inventories of controlled property.

1-2. DEPARTMENT PROPERTY OFFICER

Department Property Officers implement their department's property control program. Department Property Officers are responsible for monitoring, reviewing, and approving property transactions within their respective departments.

Note: The Property Management Office must be advised in writing when a new Department Property Officer is appointed.

Duties of a Department Property Officer include:

- Developing departmental policies and procedures for property control
- Controlling and monitoring departmental computerized property accounting files
- Monitoring, reviewing, and approving property transactions, as outlined in this manual, for controlled property tracked in IRIS for Property Management Office review and approval/disapproval - Record any change concerning controlled property tracked in IRIS
- Initiating property transactions, as outlined in this manual, for property not tracked in IRIS for Property Management Office review and approval/disapproval
- Conform to policies and procedures established for property transactions and property inventories as outlined in this manual and the Physical Inventory Procedures Guide
- Providing property data, inventory data, and technical assistance to Department Property Custodians and other employees of the department regarding property transaction policy and procedures and questions about state property
- Maintain internal control of property control number decals including decal numbers issued and other information as outlined in this manual - Follow standardized methods for identifying state owned property
- Auditing non-controlled and controlled property receiving reports
- Conducting physical inventories (as required, cyclic, and annual) of controlled property, field inventory audits, and maintain an accurate department property inventory
- Protect, safeguard, and maintain property from acquisition to final disposition

Note: Departments may have additional requirements for Department Property Officers above the minimums set by the Property Management Office.

1-3. DEPARTMENT PROPERTY CUSTODIAN

Designated Department Property Custodians assist Department Property Officers to fulfill their property management responsibilities on a day to day basis.

Duties of a Department Property Custodian include:

- Initiating property transactions, as outlined in this manual, for controlled property tracked in IRIS for Property Management Office review and approval/disapproval - Record any change concerning controlled property tracked in IRIS
- Initiating property transactions, as outlined in this manual, for property not tracked in IRIS for Property Management Office review and approval/disapproval
- Conform to policies and procedures established for property transactions and property inventories as outlined in this manual and the Physical Inventory Procedures Guide
- Assisting Department Property Officers in completing an annual inventory (as required, cyclic, and annual) of all controlled property in their designated area

Note: Departments may have additional requirements for Department Property Custodians above the minimums set by the Property Management Office. Department Property Custodians must work through their Department Property Officers.

1-4. DEFINITION OF CONTROLLED PROPERTY

"Controlled Property" is the phrase used to indicate state owned property which must be tagged/marked and inventoried as outlined in this manual. Controlled property is also subject to the procedures described in this manual when a department acquires it, transfers it, excesses it, or disposes it. All controlled property shall be loaded into IRIS for tracking and inventory control.

Note: The property control number and/or serial number shall be included in the data loaded into IRIS for controlled property.

Controlled property includes:

- Non-consumable property and equipment valued at \$5,000.00 or more, FOB final destination, regardless of the funding source or means of acquisition - This property must be inventoried and tagged/marked with a property control number

- Sensitive items - Specific items which must be inventoried and tagged/marked with a property control number regardless of original acquisition cost, funding source, or means of acquisition
- Lease purchase or installment purchase equipment or long term rental equipment and supplies on loan for contractor or grantee use must be treated as controlled property

Property items that, when installed, become an integral part of another unit of property or a building are not considered controlled property.

Note: Departments are responsible for ensuring that controlled property and capital assets are loaded into IRIS. In the event that IRIS does not create an FA shell document for controlled property or a capital asset, it is the departments responsibility to ensure that an FA transaction is properly recorded in IRIS and the identified commodity code is reported to the appropriate central agency to flag the property as a fixed asset in IRIS.

To provide accountability of all non-consumable state property, non-controlled property (property not tracked in IRIS), regardless of original acquisition cost, funding source, or means of acquisition shall be identified on the appropriate property transaction form for approval by the State Property Manager when falling under one of the following categories:

- Excess
- Transfer (inter-departmental)
- Salvage or destroy
- Lost, stolen, or damaged
- Trade-in
- Donation
- Online auction
- Negotiated sale
- Barter

Departments may track property in IRIS which does not meet the definition of controlled property. However, if a department chooses to track non-controlled property in IRIS, it must do so uniformly throughout the department.

The state property sensitive item descriptions can be found on the Division of General Services,

Property website at the link below.

<http://doa.alaska.gov/dgs/property/>

1-5. PROPERTY CONTROL NUMBERS

Most controlled property is assigned a property control number decal. When a property control number is assigned it must be affixed to the controlled property item by decal or other approved method.

Property control number decals must be ordered from Division of General Services, Property Management Office. To place an order for property control number decals, complete a “Forms Stock Release” - Form 02-591 and forward the form to the Property Management Office in Anchorage. Pricing for property control number decals can be found on the “Ordering Property Control Number Decals” link which can be found on the Division of General Services, Property website at the link below.

<http://doa.alaska.gov/dgs/property/>

APPLYING PROPERTY CONTROL NUMBER DECALS

Property control number decals should be placed where they can be easily seen for ease in locating and reading the number. When it is not practical to use a property control number decal, a stencil with paint, an etching needle, marking pen, or other permanent method may be used.

Note: Care should be taken to ensure that the property control number does not deface the controlled property item.

When controlled property is marked in one of these other methods, the intended property control number decal must be destroyed so that it is not inadvertently assigned to another controlled property item. If applying a property control number is not practical, the controlled property item will be tracked by manufacturer’s serial number.

DEPARTMENT PROPERTY OFFICERS ASSIGN PROPERTY CONTROL NUMBERS

Questions about whether a property control number should be issued and/or whether a property control number decal should be used to mark property should be directed to the Department Property Officer. A Department Property Officer may direct that a property control number be relocated or changed. A new property control number decal may be placed over an outdated property control number decal. If this occurs, make note of the outdated property control number decal before you cover it. If a number of outdated property control number decals have accumulated, they may be removed if removal will not deface the property item. If removal of an obsolete property control number decal would deface the controlled property

item, mark the old property control number decal to make it obvious that it is no longer valid. If a property control number is changed for a controlled property item, IRIS must be updated with the new property control number and a notation of the previous property control number. In cases where a duplication of property control numbers is found, the State Property Manager should be notified.

SERIAL NUMBER CONTROL

All weapons are considered controlled property, are controlled by manufacturer's serial number, and require no property control number or decal. Department Property Officers have discretion to control other controlled property items by manufacturer's serial number if a property control number or decal is not appropriate. If a serial number control method is selected for a particular class of property within a department, it must be applied uniformly to all of that class throughout the department.

PROPERTY CONTROL NUMBER DECAL RECORD

Departments must maintain a property control number decal record including:

- List of property control number decals issued in numerical sequence
- Division/section to which property control number decals are issued
- Date of issue to division/section
- Location of property to which property control number decals will be affixed

Note: Departments may include additional information on the property control number decal record.

1-6. STATUTORY REFERENCES

AS 36.30.010, .040, .070 / AS 44.68.110 / AAC 20.010-020

Establishes the Department of Administration's authority over the sale, trade, transfer, and disposal of surplus, obsolete, unused, and recyclable property.

AS 37.05.160

Sets out the Department of Administration's authority to manage inventory records and the responsibility to conduct physical inventories.

AS 44.21.020

Establishes the Department of Administration's authority over operation of necessary storerooms and warehouses.

AS 44.68.120-140

Provides the Department of Administration with authority to acquire and distribute federal surplus property.

2 AAC 12.580-610

Provides information about inventories, state surplus property, and federal surplus property.

END OF SECTION 1

SECTION 2. PROPERTY ACQUISITION PROCEDURES

This section includes information about the major types of transactions which result in an increased inventory: new property, re-utilization of excess property, trade-ins and loaned, leased, or rented property.

2-1. NEW PROPERTY

The Department Property Officer is ultimately responsible for property management, inventory accuracy, and safeguarding property from acquisition through final disposition within their department. Controlled property must be assigned a property control number and marked with a decal unless it is a serial number controlled item. Section 1-5 entitled "Property Control Numbers" provides detailed information about marking controlled property.

Departments may develop their own forms and procedures for assuring that controlled property is entered into IRIS. The "Property Control Data Collection Form" - Form 02-623 is a form that is available for this purpose. This form and can be found on the "Electronic Property Forms" link which can be found on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

2-2. REUTILIZATION OF EXCESS PROPERTY

Departments should notify the Property Management Office of their need for excess property. If the appropriate excess property is not available immediately through the Property Management Office, a broadcast will be sent to all Department Property Officers in an attempt to locate excess property that will meet a department's property needs. If this is unsuccessful, the excess property request will be added to the "Department Want List", which is sent to all Department Property Officers on a monthly basis.

If excess property that meets a department's needs becomes available through an excess property broadcast or in response to the "Department Want List" broadcast, the department releasing the excess property for reutilization will follow the steps identified in Section 3-3 entitled "Inter-Departmental Transfers" of this manual.

Requests for excess property should be forwarded to the State Property Manager and include the following information:

- Name of department/division requesting excess property
- Name, phone number, and e-mail of individual(s) that will be accepting the excess property

- Description/quantity of excess property desired
- Deadline for receiving excess property (if applicable)

Note: Departments will be notified on a first-come, first-served basis when excess property becomes available for transfer.

Departments looking for excess property can also visit the Anchorage and Juneau surplus property warehouses.

The physical address for the Anchorage and Juneau surplus property warehouses is below:

Anchorage Surplus Property Warehouse

2400 Viking Drive
Anchorage, AK 99501

Juneau Surplus Property Warehouse

5011 Short Street
Juneau, AK 99811

Requests for buildings and mobile units should be submitted in writing to the Leasing and Facilities section, Department of Administration.

2-3. LOANED, LEASED, OR RENTED PROPERTY

Controlled property includes items that are loaned, leased, or rented property in the care or custody of the state, even though owned by another entity. These types of property items will be tracked in IRIS by the manufacturer’s serial number. If a serial number is not available, a property control number decal will be used.

Note: Departments should contact their Finance Officer for direction on the recording of “capital leases.”

Care must be taken when utilizing a property control number on property that is loaned, leased, or rented and in the care or custody of the state, to ensure the property control number does not deface the property item. Permanent methods of marking are not allowed on these types of property.

Note: Loaned, leased, or rented property in the care or custody of the state will be loaded into IRIS by the Property Custodian or Department Property Officer via an FA document and the acquisition identifier selected in IRIS will be “Loan/Lease/Rent.”

END OF SECTION 2

SECTION 3. PROPERTY REDUCTION PROCEDURES

This section includes information about the major types of transactions which result in a decreased inventory: lost-stolen-damaged-destroyed, property salvage or destruction, inter-departmental transfers, online auctions, trade-ins, donations, negotiated sales, loaned property, excess buildings, and property exchanged by barter.

3-1. LOST-STOLEN-DAMAGED PROPERTY

A property item which is lost, stolen, damaged or destroyed (accident, malice, negligence, misuse, or vandalism) must be reported to the State Property Manager.

Note: To report property a department desires to salvage or destroy, refer to Section 3-2 entitled “Property Salvage or Destruction.”

Reporting property that is lost, stolen, damaged, or destroyed is initiated one of two ways:

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FD document in IRIS

Note: The disposition identifier selected in IRIS for this type of transaction will be “Lost”, “Stolen”, or “Damaged-Memo.” If the FD document is for damaged controlled property considered “capitalized”, the disposition identifier selected in IRIS will be “Impairment-Cap.”

- The Property Custodian will upload, as an attachment to the FD document, a written explanation (e.g. e-mail, memo, Word doc, etc.) as to why the fixed asset has been identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and police report (if applicable – required for stolen and vandalized property)

Note: The FD document will not be approved if a written explanation as to why the fixed asset has been identified as “Lost”, “Stolen”, “Damaged-Memo”, or “Impairment-Cap” and police report (if applicable) are not attached to the FD document.

- The Property Custodian will submit in IRIS the FD document for review and approval/disapproval

Note: Property Custodians are responsible for ensuring the Division of Risk Management, Department of Administration receives written notice of the loss of property. Property Custodians should contact their Department Property Officer if assistance is required in reporting the loss of property to the Division of Risk Management.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager a "Lost-Stolen-Damaged Property Review" - Form 02-627 (electronic submissions are encouraged) for review and approval/disapproval. Before the Property Custodian or Department Property Officer submits the "Lost-Stolen-Damaged Property Review" - Form 02-627 to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) as required on the "Lost-Stolen-Damaged Property Review" - Form 02-627.

After the "Lost-Stolen-Damaged Property Review" - Form 02-627 is approved by the State Property Manager, an electronic copy of the approved "Lost-Stolen-Damaged Property Review" - Form 02-627 will be sent to the Property Custodian and Department Property Officer.

Note: Property Custodians are responsible for ensuring the Division of Risk Management, Department of Administration receives written notice of the loss of property. Property Custodians should contact their Department Property Officer if assistance is required in reporting the loss of property to the Division of Risk Management.

EMPLOYEE LIABILITY

Departments should advise employees of the following:

- Any liability they might incur due to their custody of state property
- The departmental procedures to follow when an item is being reported as lost, stolen, damaged, or destroyed

THEFT, ROBBERY, OR VANDALISM

Suspected theft, robbery, or vandalism of property should be reported immediately to the appropriate law enforcement agency. Department personnel that become aware of state property involved in theft, robbery, or vandalism should submit a report to their supervisor detailing the following:

- How the theft, robbery, or vandalism occurred (if information is available)
- The name and address of any witnesses to the theft, robbery, or vandalism (if information is available)
- Any steps taken to recover the property item(s)
- Confirmation that the police were notified along with the police report number

Department policy will determine the review process for employee reports of theft, robbery, or vandalism.

3-2. PROPERTY SALVAGE OR DESTRUCTION

Property that cannot be economically repaired or is no longer serviceable or marketable may be salvaged for parts or destroyed. The destruction of non-repairable, non-serviceable, and non-marketable property items is both appropriate and necessary for effective property management and control. A property item which is non-repairable, non-serviceable, or non-marketable must be reported to the State Property Manager.

Reporting property for salvage or destruction is initiated one of two ways:

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FD document in IRIS

Note: The disposition identifier selected in IRIS for this type of transaction will be “Salvage” or “Destruction Memo.” If the FD document is for destruction of controlled property considered “capitalized”, the disposition identifier selected in IRIS will be “Impairment-Cap.”

- The Property Custodian will upload, as an attachment to the FD document, a written explanation (e.g. e-mail, memo, Word doc, etc.) as to why the fixed asset has been identified as “Salvage”, “Destruction Memo”, or “Impairment-Cap” and Media Disposal Assurance Form (if applicable - applies to electronic media)

An electronic copy of the Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: The FD document will not be approved if a written explanation as to why the fixed asset has been identified as “Salvage”, “Destruction Memo”, or “Impairment-Cap” and Media Disposal Assurance Form (if applicable) are not attached to the FD document.

- The Property Custodian will submit in IRIS the FD document for review and approval/disapproval
- After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can salvage and/or destroy the controlled property

Note: Property shall not be salvaged, destroyed, or disposed of until the State Property Manager approves the FD document in IRIS.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager a "Property Salvage/Destruction Request" - Form 02-610 (electronic submissions are encouraged) for review and approval/disapproval. Before the Property Custodian or Department Property Officer submits the "Property Salvage/Destruction Request" - Form 02-610 to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) as required on the "Property Salvage/Destruction Request" - Form 02-610.

After the "Property Salvage/Destruction Request" - Form 02-610 is approved by the State Property Manager, an electronic copy of the approved "Property Salvage/Destruction Request" - Form 02-610 will be sent to the Property Custodian and Department Property Officer. After an approved "Property Salvage/Destruction Request" - Form 02-610 is issued the property can be salvaged and/or destroyed.

Note: Property shall not be salvaged, destroyed, or disposed of until the State Property Manager approves the "Property Salvage/Destruction Request" - Form 02-610.

Salvage and/or destruction of property, after approved by the State Property Manager, must be in accordance with state and local regulations and ordinances. Special attention must be given to hazardous items and equipment or other items potentially harmful to the public.

3-3. INTER-DEPARTMENTAL TRANSFERS

Property may be transferred to another department only after the State Property Manager has approved the inter-departmental property transfer.

Reporting property for inter-departmental transfer is initiated one of two ways:

Note: To report "excess" property, refer to Section 5.1 entitled "Excess Property."

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FT document in IRIS

Note: IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.

- The Property Custodian will upload, as an attachment to the FT document, written confirmation (e.g. e-mail, memo, Word doc, etc.) from the receiving department that they approve of the fixed asset transfer

Note: The FT document will not be approved if written confirmation from the receiving department, that they approve of the fixed asset transfer, is not attached to the FT document.

- The Property Custodian will submit in IRIS the FT document(s) for review and approval/disapproval
- After the FT document is approved in IRIS by the State Property Manager, the Property Custodian can transfer the controlled property to the receiving department

Note: Property shall not be transferred until the State Property Manager approves the FT document(s) in IRIS.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager a "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 (electronic submissions are encouraged) and written confirmation (e.g. email, memo, Word doc, etc.) from the receiving department that they approve of the property transfer for review and approval/disapproval.

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 for non-controlled property. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for inter-departmental transfer, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 (approval levels will vary from department to department based on internal policies and procedures).

After the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is approved by the State Property Manager, an electronic copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 will be sent to the Property Custodian and Department Property Officer. After an approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is issued the property can be transferred. The Property Custodian releasing the property is responsible for providing their Department Property Officer and the Department Property Officer of the receiving department,

a copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

Note: Property shall not be transferred until the State Property Manager approves the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

3-4. ONLINE AUCTIONS

Online auctions are used when it is advantageous to sell excess property from its current location. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the excess property is sold or a decision is made by the State Property Manager for transfer or disposal (if the property does not sell) of the excess property. A department with excess property can submit an Online Auction Request Form requesting that the property be sold through the online auction process. The State Property Manager may also direct departments to submit an Online Auction Request Form for excess property if deemed appropriate.

Reporting property for online auction is initiated as follows:

The Property Custodian or Department Property Officer will forward the State Property Manager the following for review and approval/disapproval:

- Online Auction Request Form
- Pictures (JPEG format) of property identified on the Online Auction Request Form
- Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Online Auction Request Form and Media Disposal Assurance Form can be found on the "Electronic Property Forms" link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting an Online Auction Request Form. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the Online Auction Request Form, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for online auction, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the Online Auction Request Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the online auction request (approval levels will vary from department to department based on internal

policies and procedures).

After the Online Auction Request Form is approved by the State Property Manager, an electronic copy of the approved Online Auction Request Form will be sent to the Property Custodian and Department Property Officer.

The State Property Manager or approved designee will post the property identified on the Online Auction Request Form online for auction services. The typical posting period for an online auction is 14-days, however this can be modified if necessary.

Note: Property will not be posted online for auction services until the State Property Manager approves the Online Auction Request Form.

Controlled property sold through online auction

The State Property Manager will update IRIS to record the sale of controlled property through online auction.

3-5. TRADE-INS

Departments may replace, upgrade, or receive credit for state property through a trade-in of a like property item. Departments must obtain approval from the State Property Manager before a property item can be traded-in. Other department needs will take priority over a trade-in request. If the property is actually excess to the department and there is a need by another department, the State Property Manager may recommend a direct transfer to another department or that the property be turned in as excess for re-issue to another department. Departments must follow the appropriate procurement processes as established in AS 36.30, 2 AAC 12 and AAM 81 & 82.

Reporting property for trade-in is initiated one of two ways:

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FD document in IRIS

Note: The disposition identifier selected in IRIS for this type of transaction will be “Trade In.”

- The Property Custodian will upload, as an attachment to the FD document, a Trade-In Request Form and Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Trade-In Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General

Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: The FD document will not be approved if the Trade-In Request Form and Media Disposal Assurance Form (if applicable) are not attached to the FD document.

- The Property Custodian will submit in IRIS the FD document for review and approval/disapproval
- After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can conduct the trade-in

Note: Controlled property shall not be traded-in until the State Property Manager approves the FD document in IRIS. It is the Property Custodians responsibility to ensure that property received through a trade-in that meets the definition of controlled property is loaded into IRIS. Property Custodians should contact their Department Property Officer if assistance is required to update IRIS with new controlled property data.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager the following for review and approval/disapproval:

- Trade-In Request Form
- Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Trade-In Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting a Trade-In Request Form for non-controlled property. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the Trade-In Request Form, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for trade-in, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the Trade-In Request Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the trade-in request (approval levels will vary from department to department based on internal policies and

procedures).

After the Trade-In Request Form is approved by the State Property Manager, an electronic copy of the approved Trade-In Request Form will be sent to the Property Custodian and Department Property Officer. After an approved Trade-In Request Form is issued by the State Property Manager the property can be traded in.

Note: Property shall not be traded-in until the State Property Manager approves the Trade-In Request Form. It is the Property Custodians responsibility to ensure that controlled property received through a trade-in is loaded into IRIS. Property Custodians should contact their Department Property Officer if assistance is required to update IRIS with new controlled property data.

Note: Controlled property received into a department's inventory as a result of a trade-in, with no additional funds needed to purchase the property received from the trade-in, will be loaded into IRIS via an FA document by the Property Custodian or Department Property Officer. In addition, the accounting field is a required field in IRIS and must be populated within the FA document. Property Custodian's and Department Property Officer's should contact their Finance Officer to identify the funding source that initially purchased the fixed asset being traded-in and populate that information in the accounting fields and place appropriate notes in a free form field to describe the situation. Controlled property received into a departments inventory as a result of a trade-in, and department funds were used to purchase the property (e.g. Purchase Order) received from the trade-in, will be loaded (by Property Custodian or Department Property Officer) into IRIS via the FA shell document with the fixed asset value based on the purchase price. After the FA shell document is processed, an FI document must be completed (by Property Custodian or Department Property Officer) in IRIS and the fixed asset value will be adjusted to reflect the trade-in credit received by the department.

3-6. DONATIONS

Departments may donate excess property to a government entity or non-profit organization if the excess property cannot be utilized by other departments with excess property needs or is not marketable for sale methods as outlined in this manual. Departments must obtain approval from the State Property Manager before a property item can be donated.

Reporting property for donation is initiated one of two ways:

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FD document in IRIS

Note: The disposition identifier selected in IRIS for this type of transaction will be "Donated."

- The Property Custodian will upload, as an attachment to the FD document, a Donation Request Form and Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Donation Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: The FD document will not be approved if the Donation Request Form and Media Disposal Assurance Form (if applicable) are not attached to the FD document.

- The Property Custodian will submit in IRIS the FD document for review and approval/disapproval
- After the FD document is approved in IRIS by the State Property Manager, the Property Custodian can conduct the donation

Note: Controlled property shall not be donated until the State Property Manager approves the FD document in IRIS.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager the following for review and approval/disapproval:

- Donation Request Form
- Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Donation Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting a Donation Request Form for non-controlled property. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the Donation Request Form, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for donation, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the Donation Request Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the donation request (approval levels will vary from department to department based on internal policies and procedures).

After the Donation Request Form is approved by the State Property Manager, an electronic copy of the approved Donation Request Form will be sent to the Property Custodian and Department Property Officer. After an approved Donation Request Form is issued by the State Property Manager the property can be donated.

Note: Property shall not be donated until the State Property Manager approves the Donation Request Form.

3-7. NEGOTIATED SALES

Negotiated sales are used when it is advantageous to set the price of an excess property item at fair market value or a percentage of the value of the property. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the negotiated sale is complete. A department with excess property which it knows to be of use to a government entity or non-profit organization may submit a Negotiated Sale Request Form requesting that the property be sold to a particular recipient.

Reporting property for negotiated sale is initiated as follows:

The Property Custodian or Department Property Officer will forward the State Property Manager the following for review and approval/disapproval:

- Negotiated Sale Request Form
- Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Negotiated Sale Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting a Negotiated Sale Request Form. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the Negotiated Sale Request Form, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for negotiated sale, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the Negotiated Sale Request Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the negotiated sale request (approval levels will vary from department to department based on internal policies and procedures).

After the Negotiated Sale Request Form is approved by the State Property Manager, an electronic copy of the approved Negotiated Sale Request Form will be sent to the Property Custodian and Department Property Officer.

Note: The State Property Manager or approved designee will conduct the negotiated sale with the entity identified on the Negotiated Sale Request Form.

Controlled property sold through negotiated sale

The State Property Manager will update IRIS to record the sale of controlled property through negotiated sale.

Non-controlled property sold through negotiated sale

The State Property Manager will forward the Property Custodian and Department Property Officer a copy of the executed notice of award documentation for the sale of the non-controlled property.

3-8. LOANED PROPERTY

CONTROL OF LOANED PROPERTY

Property may be loaned to another department for a period less than six months without approval of the State Property Manager. This six-month time frame is necessary to ensure appropriate accountability of property.

Property control of items which are loaned remains with the "loaning" department. Such loans may be subject to internal departmental approval and/or by the Department Property Officer. No data entry is required in IRIS for items "on loan", but the Property Custodian of the "loaning" department is required to maintain a record of loaned property items.

Importance of property receipt

"Property Receipt" - Form 02-657 is used in documenting the location of property items on loan. When several property items have been loaned and only some of them have been returned, the Property Custodian must draw a line through the property items returned, enter the date of the return, and initial the notation. "Property Receipt" - Form 02-657 may be

destroyed once all property items on it have been returned.

Note: If a property item will be on loan for more than six months, a permanent inter-departmental transfer request must be submitted to the State Property Manager for approval (see Section 3-3 entitled “Inter-Departmental Transfers”).

3-9. BARTERS

Departments may replace property through barter for property of equal value with another government entity or a non-profit organization. Such transactions are reviewed on a case by case basis and are required to be approved in advance by the State Property Manager. Barters are not considered a typical property transaction, but this method can be used under certain circumstances if the State Property Manager determines that the proposed barter is in the best interests of the state. Other department needs will take priority over a barter request and when in the state’s best interest, the State Property Manager may recommend a direct transfer to another department or that the property be excessed for reissue to another department.

Reporting property for barter is initiated as follows:

The Property Custodian or Department Property Officer will forward the State Property Manager the following for review and approval/disapproval:

- Barter Request Form
- Media Disposal Assurance Form (if applicable – applies to electronic media)

An electronic copy of the Barter Request Form and Media Disposal Assurance Form can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting a Barter Request Form. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the Barter Request Form, conduct an intra-departmental property transfer if a need exists within the department for the property proposed for barter, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the Barter Request Form to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the barter request (approval levels will vary from department to department based on internal policies and procedures).

After the Barter Request Form is approved by the State Property Manager, an electronic copy of the approved Barter Request Form will be sent to the Property Custodian and Department Property Officer. After an approved Barter Request Form is issued the barter can occur.

Note: Property shall not be bartered until the State Property Manager approves the Barter Request Form. It is the Property Custodian's responsibility to ensure that property received through a barter that meets the definition of controlled property is loaded into IRIS. Property Custodians should contact their Department Property Officer if assistance is required to update IRIS with new controlled property data.

Controlled property that is transferred to a government entity or non-profit organization through a barter

The State Property Manager will update IRIS to record the transfer of controlled property to a government entity or non-profit organization.

3-10. EXCESS BUILDINGS

Departments may establish their own procedures for identifying property that is excess and must determine that a need for the property does not exist elsewhere in the department before reporting the property as excess. Buildings may be transferred within a department upon approval of the department Commissioner. An excess building remains the responsibility of the excessing department until disposal is complete or the building is transferred to another state agency. State Executive Branch needs for buildings identified as excess will take priority over any sale.

Disposal of state owned buildings rests with the Department of Administration with the following exceptions:

- Buildings on airport land under the authority of the Department of Transportation and Public Facilities (AS 02.15.060-070)
- Buildings acquired by the Department of Transportation and Public Facilities from the acquisition of land for highway projects (AS 19.05.070)
- Buildings under the authority of the Department of Education and Early Development (AS 14.07.030)
- Buildings classified as improvements to state owned land (AS 38.05.035) unless prior approval is granted by the Department of Natural Resources, Director of Lands
- Certain buildings constructed with federal funds or a combination of state and federal funding

- Alaska Housing Finance Corporation bond buildings

Reporting an excess building is initiated as follows:

The Property Custodian or Department Property Officer will forward the State Property Manager an electronic "Notice of Excess Building Form" - Form 02-656 for review and approval/disapproval. The "Notice of Excess Building Form" – Form 02-656 can be completed and submitted through the following link:

<https://aws.state.ak.us/ExcessBuildings/Login.aspx?msg=5&ReturnUrl=/ExcessBuildings/ExcessBuildingForm.aspx>

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting a "Notice of Excess Building Form" - Form 02-656. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the "Notice of Excess Building Form" - Form 02-656, conduct an intra-departmental property transfer (upon approval of Commissioner) if a need exists within the department for the excess building, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the "Notice of Excess Building Form" - Form 02-656 to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the "Notice of Excess Building Form" - Form 02-656 (approval levels will vary from department to department based on internal policies and procedures).

After the State Property Manager has receipt of the "Notice of Excess Building Form" - Form 02-656, this information will be sent to the Department of Administration, Leasing and Facilities section for review and to determine if a need for the excess building(s) exists with another department. Excess buildings which are located on state owned land must also be reported to the Department of Natural Resources, Division of Mining, Land and Water.

Any excess property, such as furnishings or appliances, within the excess building is to be reported on an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and sent to the State Property Manager at the time the "Notice of Excess Building Form" - Form 02-656 is submitted. The Property control number(s) and serial number(s) of property identified on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 must be included. Along with these documents, departments should include:

- Legal description of property
- Information regarding utility hookups, whether utilities are turned off, and security arrangements

- Maintenance and utility records
- Certification that the building is free of any hazardous materials
- Photographs of the property/buildings
- Where keys may be obtained
- Complete inventory listing of all furnishings, appliances, and other building assets

Submission of a "Notice of Excess Building Form" - Form 02-656 does not constitute transfer or disposal of the excess property. Transfer and disposal of an excess building is authorized when a "Notice of Excess Building Form" - Form 02-656 is signed and approved by the Department of Administration, Division of General Services.

Note: Once a building is declared excess by a department, it may not be further used, cannibalized or moved from its reported location without prior written approval from the State Property Manager.

RESPONSIBILITY TO SAFEGUARD

It is the departments responsibility to safeguard and protect its state owned property. A building assigned to a department remains that departments responsibility until it is transferred to another department or disposed of by the Department of Administration, Division of General Services. This means that the excessing department retains full responsibility for maintenance, operation, repairs, utilities, security, and any other owner responsibilities until the property is either transferred to another department or disposed of by the Department of Administration, Division of General Services.

EXECUTIVE BRANCH PRIORITY

Excess buildings will be reviewed for state Executive Branch use prior to disposal unless direct disposal is determined to be in the state's best interest by the Department of Administration, Division of General Services. The Division of General Services, Leasing and Facilities section will circulate notice to departments of the building(s) reported as excess and review responses from departments in deciding whether the building(s) should be transferred or disposed of outside of state government.

Competing requests for a particular building will be decided by the Leasing and Facilities section based on the compelling need of the competing departments. The department's Commissioner will determine competing requests between agencies within a department. If a transfer is recommended, the Leasing and Facilities section will work with the Property Management Office to complete the transfer and notify the appropriate state agencies.

DEPARTMENT OF ADMINISTRATION COMMISSIONER APPROVAL

If disposal outside of state government is recommended, the approval of the Commissioner of the Department of Administration (or approved designee) is required. Once Commissioner approval is obtained the sale or disposal becomes the responsibility of the Property Management Office.

Controlled property (excess buildings) processed for disposal

The Property Management Office will update IRIS to record the disposal of controlled property and will forward the Property Custodian and Department Property Officer a copy of the approved "Notice of Excess Building Form" - Form 02-656, associated documents, and the following documents (based on final disposition):

Sale

- Executed notice of award documentation

Or

- Online auction documentation

Salvage/Destruction

- Memorandum from State Property Manager authorizing salvage/destruction

Non-controlled property (excess buildings) processed for disposal

The Property Management Office will forward the Property Custodian and Department Property Officer a copy of the approved "Notice of Excess Building Form" - Form 02-656, associated documents, and the following documents (based on final disposition):

Sale

- Executed notice of award documentation

Or

- Online auction documentation

Salvage/Destruction

- Approved "Property Salvage/Destruction Request" - Form 02-610

END OF SECTION 3

SECTION 4. INTRA-DEPARTMENTAL PROPERTY TRANSFER PROCEDURES

This section provides information on transfers of property within a department. Transfers of property within a department do not require approval from the State Property Manager, but must follow the guidelines set out in this section.

4-1. INTRA-DEPARTMENTAL TRANSFERS

Department Property Officers are the final approving authority for intra-departmental property transfers.

Reporting property for intra-departmental transfer is initiated one of two ways:

Note: To report “excess” property, refer to Section 5.1 entitled “Excess Property.”

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FT document in IRIS

Note: IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.

- The Property Custodian will submit in IRIS the FT document for review and approval/disapproval
- After the FT document is approved in IRIS by the Department Property Officer, the Property Custodian can transfer the property within the department

Note: Property shall not be transferred until the Department Property Officer approves the FT document in IRIS.

PROPERTY NOT TRACKED IN IRIS

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 for intra-departmental property transfer for non-controlled property. The Department Property Officer will make recommendations and/or modifications, if necessary, to the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 for intra-departmental property transfer, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer initiates the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 for intra-departmental transfer of property, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the transfer (approval levels will vary from department to department based on internal policies and procedures).

The Property Custodian or Department Property Officer releasing the property will sign/date the "Date Released" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Custodian receiving the property will sign/date the "Date Received" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Custodian releasing the property is responsible for providing the Department Property Officer a copy of the executed "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

Note: Property shall not be transferred until the Department Property Officer approves the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

END OF SECTION 4

SECTION 5. EXCESS STATE PROPERTY

This section includes information about excess state property and begins with the process by which a department makes excess property available, through the Property Management Office, for reutilization by other departments or sale to the general public. This section also discusses mandatory transfers, disposal of hazardous materials, sale methods, and restrictions on employee participation in bidding/purchasing excess state property.

5-1. EXCESS PROPERTY

Property in useful or serviceable condition but excess to actual need, must be reported to the Property Management Office (this can be accomplished via phone, e-mail, or memo). The Property Management Office will instruct departments as to how the excess property will be handled. It is not always necessary to physically deliver or "turn-in" excess property to the Anchorage or Juneau surplus property warehouse. The Property Management Office may recommend that the excessing department transfer property directly to another state department. Direct transfers are encouraged and the Property Management Office can provide guidance in this type of coordination. The Department may be advised to hold some or all property items pending a possible direct transfer to another department, determination about marketability, or due to the property being sold by one of the methods outlined in this section. The excessing department retains the excess property items and is responsible for the safe keeping of the excess property until disposition is completed as directed by the State Property Manager.

DEPARTMENT PROCEDURES

Departments may establish their own procedures for identifying property that is excess and should determine that a need for the property does not exist elsewhere in their own department before reporting the property as excess to the Property Management Office. Property known to be excess must not be held for the purpose of donation to a non-profit organization or to another government agency or trade-in on new property except as provided in Section 3-5 entitled "Trade-Ins."

Note: Once a property item is reported as excess, it cannot be further used, cannibalized or moved from its reported location without prior written approval from the State Property Manager.

Reporting excess property that will be taken to the Anchorage or Juneau surplus property warehouse is initiated one of two ways:

PROPERTY (FIXED ASSETS) TRACKED IN IRIS

- The Property Custodian will create an FT document in IRIS

Note: IRIS does not have batching capabilities for fixed asset property transfers. This requires that each property item identified for transfer be loaded as a separate FT document.

- The Property Custodian will submit in IRIS the FT document for review and approval/disapproval
- The Property Custodian will forward the State Property Manager (electronic submissions are encouraged) a completed "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and Media Disposal Assurance Form(s) - (if applicable - applies to electronic media) for fixed assets submitted in IRIS for transfer to a surplus property warehouse. The Property Custodian must write the FT document "ID" number in the "IRIS FT Document ID #" column for each fixed asset identified on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622

Note: If the Property Custodian fails to forward the State Property Manager an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and initiate FT documents for controlled property identified on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622, the State Property Manager will not approve the transfer of excess property.

- After the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is approved by the State Property Manager, an electronic copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 will be sent to the Property Custodian and Department Property Officer. After an approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is issued the property can be transferred

Note: The State Property Manager will approve the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 once the FT documents are processed through the submitting departments workflow in IRIS.

- The Property Custodian will schedule a date/time with the Anchorage or Juneau surplus property warehouse to turn-in the excess property

Note: Property shall not be transferred to the Anchorage or Juneau surplus property warehouse until the State Property Manager approves the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

- After the excess property identified on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is received by the Anchorage or Juneau surplus

property warehouse, the State Property Manager will approve the FT document(s) in IRIS, as identified on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622

Delivery of excess property to the Anchorage or Juneau surplus property warehouse

Note: Excess property that is delivered to the Anchorage or Juneau surplus property warehouse without a scheduled appointment, may result in rejection of the excess property including excess property delivered by private carrier.

The Property Custodian must bring a copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and Media Disposal Assurance Form(s) - (if applicable – applies to electronic media) with them when delivering excess property to the Anchorage or Juneau surplus property warehouse. The Property Custodian will sign/date the "Date Released" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will acknowledge receipt of excess property turned in by signing/dating the "Date Received" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will provide a copy of the executed "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 to the individual delivering the excess property.

PROPERTY NOT TRACKED IN IRIS

The Property Custodian or Department Property Officer will forward the State Property Manager an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and Media Disposal Assurance Form(s) - (if applicable – applies to electronic media) for review and approval/disapproval (electronic submissions are encouraged).

Note: Property Custodians are responsible for obtaining approval from their Department Property Officer before submitting an "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 for non-controlled excess property. This affords the Department Property Officer the opportunity to make recommendations and/or modifications to the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622, conduct an intra-departmental property transfer if a need exists within the department for the property identified as excess, and update their internal departmental property tracking records.

Before the Property Custodian or Department Property Officer submits the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 to the State Property Manager, the Property Custodian or Department Property Officer shall obtain the necessary approval(s) from their department to initiate the excess property transfer request (approval levels will vary from department to department based on internal policies and procedures).

After the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is approved by the State Property Manager, an electronic copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 will be sent to the Property Custodian and Department Property Officer. After an approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is issued, the Property Custodian or Department Property Officer will schedule a date/time with the Anchorage or Juneau surplus property warehouse to turn-in the excess property.

Note: Property shall not be transferred to a surplus property warehouse until the State Property Manager approves the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622.

Delivery of excess property to the Anchorage or Juneau surplus property warehouse

Note: Excess property that is delivered to the Anchorage or Juneau surplus property warehouse without a scheduled appointment, may result in rejection of the excess property including excess property delivered by private carrier.

The Property Custodian must bring a copy of the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and Media Disposal Assurance Form(s) - (if applicable – applies to electronic media) with them when delivering excess property to the Anchorage or Juneau surplus property warehouse. The Property Custodian will sign/date the "Date Released" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will acknowledge receipt of excess property turned in by signing/dating the "Date Received" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will provide a copy of the executed "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 to the individual delivering the excess property.

Excess property transferred from the Anchorage or Juneau surplus property warehouse to a department

The reutilization of excess property by other departments is the Property Management Office's highest priority. Excess property items are available to departments at no cost. Department employees that identify excess property at the Anchorage or Juneau surplus property warehouse for reutilization, will receive an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 from the Property Management Office identifying the property for reutilization. The Property Management Office will acknowledge release of excess property for reutilization by signing/dating the "Date Released" block on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622. The department employee accepting the property will sign/date the "Date Received" block on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will provide a copy of the executed "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 to the department employee accepting the excess

property.

Controlled property that is transferred to a department for reutilization

The Property Management Office will update IRIS to record the transfer of controlled property to a department.

5-2. MANDATORY TRANSFERS

PROPERTY MANAGEMENT OFFICE AUTHORITY

The State Property Manager may initiate a mandatory transfer when a department possesses property items that appear to be in excess of existing needs and a need exists in another department. When the State Property Manager determines a property transfer is appropriate, the Department Property Officer of the department with excess property will be contacted and advised that a mandatory transfer may be considered. If the Department Property Officer determines that a further need exists within the holding department, the State Property Manager should be advised in writing. The State Property Manager will review all pertinent reports, data, and correspondence from the Department Property Officer to determine what disposition is in the best interest of the state, and will advise the Department Property Officer if the property item(s) will be retained, excessed, or transferred.

Note: While the final determination rests with the State Property Manager, proper consideration will be given to a statement indicating "near future" need from the Director of a state agency requesting retention of property items addressed in this provision.

5-3. SALES

The Property Management Office uses three primary methods to offer excess marketable property to the general public:

- Weekly surplus sale barns (Anchorage and Juneau surplus property warehouses)
- Online auctions
- Negotiated sales

WEEKLY SURPLUS SALE BARNs (ANCHORAGE AND JUNEAU SURPLUS PROPERTY WAREHOUSES)

Sales are conducted weekly, usually on Wednesday, at the Anchorage and Juneau surplus property warehouses. Items for sale include excess property in less than "fair" condition and items in fair or better condition. Items received at the surplus property warehouses are

available to departments at no cost or to the general public at fair market value.

ONLINE AUCTIONS

Online auctions are used when it is advantageous to sell excess property from its current location. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the excess property is sold or a decision is made by the State Property Manager for transfer or disposal. A department with excess property may submit an Online Auction Request Form requesting that the property be sold through the online auction process (see Section 3-4 entitled "Online Auctions").

NEGOTIATED SALES

Negotiated sales are used when it is advantageous to set the price of an excess property item at fair market value or a percentage of the value of the property. This method of sale saves the state time and money by allowing departments to keep excess property on-site until the negotiated sale is complete. A department with excess property which it knows to be of use to a government entity or non-profit organization may submit a Negotiated Sale Request Form requesting that the property be sold to a particular organization.

5-4. HAZARDOUS MATERIALS

DEPARTMENT RESPONSIBILITY

The Property Management Office will not accept or assume responsibility for hazardous or toxic materials from state agencies, including such materials which may be part of a state building. A list of hazardous materials that the Property Management Office will not accept includes but is not limited to:

- Paint
- Oil
- Batteries
- Solvents
- Asbestos
- Cleaning agents
- Flammable materials

- Toxic materials
- Explosives

Proper storage and disposal of hazardous or toxic materials is the responsibility of each department. Contact the United States Environmental Protection Agency, Alaska Department of Environmental Conservation, and/or local municipalities for a list of hazardous or toxic materials, proper treatment, storage, and disposal methods.

5-5. RESTRICTIONS ON WHO CAN PURCHASE

A state employee and family members residing with the employee are not eligible to bid on or purchase excess state property if any one of the following applies:

- The employee is directly involved in the operation or policy making of the Property Management Office
- The employee is directly involved at any level in the decision making process which ultimately resulted in the excess property being sold - Under these circumstances, the employee may not make an agreement with another person to purchase the excess property items for the employee - The employee may bid on or purchase other excess property items in which the employee had no part in the excessing process or decision making
- The employee is declared ineligible to bid on or purchase excess state property by the employee's department, for whatever reasons the department makes such declaration - It is the employee's responsibility to confirm his/her eligibility prior to bidding on or purchasing excess state property

The Executive Branch Ethics Act (AS 39.52) provides ethical guidelines for state employees. The Department of Administration cannot confirm any employee's eligibility to bid on or purchase excess state property. In the event of any investigation resulting from complaints or questions regarding excess property sale results, each bidder/purchaser bears sole responsibility for his/her actions.

END OF SECTION 5

SECTION 6. PHYSICAL INVENTORY

The Department of Administration derives its authority to direct physical inventories from Alaska State Statute 37.05.160. It applies this statutory authority through the Division of General Services, Property Management Office. The State Property Manager is tasked with the conduct and operation of the Property Management Office. Periodic physical inventories are a component of good stewardship of public funds and assets and are required by state statute. In certain cases, alternative inventory procedures may be necessary based upon unique circumstances within a department. If so, any alternative procedures must be submitted in writing to the State Property Manager for approval. The Department Property Officer is responsible for planning, supervising, and completing the physical inventory of their department, consistent with the record keeping requirements set forth by the Property Management Office.

GENERAL PROCEDURE

Property Custodians and Department Property Officers can download property inventory reports from the Alaska Data Enterprise Reporting (ALDER) system. The Property Management Office is not responsible for providing department personnel with approval to access ALDER. Approval to access ALDER must be obtained at the department/division level. Property items on the property inventory report must be located and the information on the property inventory report verified and corrected if necessary. Routing of the property inventory report within the department and planning for the physical property inventory is the responsibility of the Department Property Officer.

REASONS FOR CONDUCTING A PHYSICAL INVENTORY

There are four important reasons why a department conducts a physical inventory:

1. To verify or ascertain the physical count, condition, and location of controlled property within a department to ensure accountability and that controlled property is properly documented
2. To identify, document, and add controlled property items to a department's inventory that are on hand and meet the definition of controlled property, but are not currently shown as part of the department's inventory
3. To ensure that lost, stolen, damaged, transferred, or disposed of controlled property items are no longer carried on a department's inventory
4. To identify any missing or damaged controlled property items that need to be located, repaired, or replaced

The Physical Inventory Procedures Guide provides specific instructions on the various types of inventories, how they should be conducted, and reporting requirements. The Physical Inventory Procedures Guide can be found on the Division of General Services Property website at the following link:

<http://doa.alaska.gov/dgs/property/>

END OF SECTION 6

SECTION 7. MISCELLANEOUS PROVISIONS

This section will discuss particular types of property that require special handling including unclaimed and seized property, lost and found property, firearms, official use vehicles and equipment, and telecommunications equipment.

7-1. UNCLAIMED AND SEIZED PROPERTY

Property which has been unclaimed or seized which appears to have been abandoned or lost on department or State of Alaska property, must be treated differently than state owned property.

The acceptable method of disposing of unclaimed or seized property will depend upon the state law under which it was acquired when the department took possession of it. A variety of laws may apply.

In most instances, unclaimed, seized, or confiscated property is required to be sold by public auction. Specific public notice requirements apply in some cases. With others, it may not be clear that the state has the authority to dispose of the property item.

The Department of Public Safety has developed detailed evidence handling procedures for the inventory, safekeeping, and control of property held in their possession. Questions should be directed to the Department of Public Safety.

The Department of Fish and Game has statutory authority over proceeds from animal furs, skins, and specimens (AS 16.05.100 -.110). Department of Fish and Game determines whether such items are sold or processed for disposal. Questions should be directed to the Department of Fish and Game.

Departments in possession of unclaimed or seized property, other than animal furs, skins or specimens, should advise the Property Management Office about the property and the statutory provisions the department knows to be applicable. All statutory references and any court documents/judgments must be included.

7-2. LOST AND FOUND PROPERTY

Departments will maintain a lost and found property receiving log. A new log will be created at the beginning of each fiscal year. The log will contain columns in which the following information will be annotated:

- The fiscal year, date found, and the sequential log number corresponding to the property item(s)
- Location of property item(s)

- A complete description of the property item(s)
- The name and signature of the department employee accepting and logging the property item(s)
- A column for the initials of department employee accepting control of property item(s)
- A column for a signature if the property item is claimed by the owner
- A column for Property Management Office acceptance of item
- A column for notation of final disposition of property item(s)

Additional information regarding the lost and found property receiving log and procedures:

- As property items are accepted by department employees, the log will be annotated and a tag with the sequential log number corresponding to the property will be affixed to the property
- Department employees will make every attempt to contact the owner of the property - If the property is claimed, the claimant will be required to sign for each property item
- All unclaimed credit cards, passports, and traveler's checks will be returned to the issuing company via certified mail, return receipt request, and the certified number recorded in the log - The return receipt will be attached to the log
- If property is perishable, it shall be destroyed and annotated on the log
- When property is transferred to the control of another department employee, the employee receiving the property will verify each property item and initial the log - A copy of the log will accompany any transfer paperwork and both the prior property custodian and the new property custodian will maintain a copy

Reporting lost and found property that will be taken to a surplus warehouse is initiated as follows:

The Property Custodian or Department Property Officer will forward the State Property Manager an "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 ("lost & found" will be entered in the "Type of Transfer" block) and copy of the lost and found property receiving log (electronic submissions are encouraged) for review and approval/disapproval.

Note: Department employees shall obtain the necessary approval(s) from their department before turning in lost and found property to the Property Management Office (approval levels will vary from department to department based on internal policies and procedures).

After the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is approved by the State Property Manager, an electronic copy of the approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 will be sent to the Property Custodian and Department Property Officer. After an approved "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 is issued, the Property Custodian or Department Property Officer will schedule a date/time with the Anchorage or Juneau surplus property warehouse to turn-in the excess property.

The Property Custodian must bring a copy of the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 and copy of the lost and found property receiving log with them when delivering excess property to the Anchorage or Juneau surplus property warehouse. The Property Custodian will sign/date the "Date Released" block on the "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will acknowledge receipt of the lost and found property turned in by signing/dating the "Date Received" block on the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622. The Property Management Office will provide a copy of the executed "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622 to the Property Custodian delivering the lost and found property and a copy will be e-mailed to the Property Custodians Department Property Officer.

Note: Lost and found property shall not be transferred to a surplus property warehouse until the State Property Manager approves the "Inter- Departmental Property Transfer Authorization and Report" - Form 02-622.

7-3. FIREARMS

The Department of Public Safety, Supply Office in Anchorage is responsible for the final disposition of all firearms. The Supply Office will assign an individual as a Firearm Property Custodian. The Supply Office will take custody of all firearms from evidence custodians, investigative officers, and other departments. A "Inter-Departmental Property Transfer Authorization and Report" - Form 02-622 identifying the firearm and serial number(s) must accompany all firearms received from non-Department of Public Safety employees. The Firearm Property Custodian will verify the accuracy of the serial number(s) before accepting the firearm(s).

7-4. OFFICIAL USE VEHICLES AND EQUIPMENT

The Department of Transportation and Public Facilities, State Equipment Fleet has been delegated responsibility for the management and physical inventory of official use vehicles, equipment, and related attachments. This includes but is not limited to: procurement, inventory control, titling, and assigning vehicle plates. The State Equipment Fleet uses the Equipment Management System for management, inventory, and billing purposes. Official use vehicles include: all state owned and leased on and off highway vehicles/equipment, heavy construction equipment and attachments, trailers, and other tow-type units. All vehicle, equipment and related attachments are processed through the regional State Equipment Fleet offices. The regions also process all transfers, excess, and turn-ins. A list of regional State Equipment Fleet offices is provided at the end of this section.

There are separate policies and procedures for the State Equipment Fleet. These policies and procedures are available at the following link:

http://www.dot.state.ak.us/admsvc/pnp/policy_and_procedures.shtml#11

ACQUISITION OF EXCESS STATE OR FEDERAL PROPERTY

The State Equipment Fleet does not allow the purchase of excess state vehicles and equipment by departments. Since these units have been deemed not in the best interest of the state to keep in the fleet, any state agency requesting retention of State Equipment Fleet excessed units must do so in writing with approval from their Commissioner or approved designee. The approval will be forwarded to the Statewide Fleet Manager for final approval. A "Request for X Class Equipment" form can be downloaded from the Department of Transportation and Public Facilities, State Equipment Fleet forms website at the following link:

<http://www.dot.state.ak.us/sef/downloads.shtml>

State agencies wishing to use state funds to purchase federal vehicles and equipment made available by the Department of Administration, Property Management Office may request purchase by submitting a "Request for Approval to Purchase a Federal Surplus Vehicle from General Services" form to the Statewide Fleet Manager. This form can be downloaded from the Department of Transportation and Public Facilities, State Equipment Fleet forms website at the following link:

<http://www.dot.state.ak.us/sef/downloads.shtml>

The regional superintendent will be instructed to look at the vehicle and/or equipment and decide if it is economical and safe to the state to bring into the fleet. Upon approval, the Statewide Fleet Manager will forward the request to the Federal Property Allocation Officer at the Department of Administration. Vehicle plates must be obtained through the regional State Equipment Fleet office. The billing status will be decided by the Statewide Fleet Manager

according to current policy and procedure guidelines.

STATE EQUIPMENT FLEET HEADQUARTERS AND REGIONAL OFFICES

STATE EQUIPMENT FLEET HEADQUARTERS

2200 East 42nd Avenue
Anchorage, AK 99508

Statewide Fleet Manager
(907) 269-0787

Property Officer
(907) 269-0788

Administrative Manager
(907) 754-3420

Equipment Management System
(907) 269-0794

Fax
(907) 269-0801

CENTRAL REGION STATE EQUIPMENT FLEET

DOT/PF Equipment
5420 Martin Luther King Jr. Avenue
Anchorage, AK 99508

SW District Equipment Manager
(907) 269-5971

CR District Equipment Manager
(907) 269-5935

Office Manager
(907) 269-5967

Fax
(907) 269-5964

NORTHERN REGION STATE EQUIPMENT FLEET

DOT/PF Equipment
2301 Peger Road
Fairbanks, AK 99708

NE District Equipment Manager
(907) 451-2264

NW District Equipment Manager
(907) 451-5219

Office Manager
(907) 451-5252

Fax
(907) 451-2867

SOUTHEAST REGION STATE EQUIPMENT FLEET
DOT/PF Equipment
6860 Glacier Hwy.
Juneau, AK 99801

SE District Equipment Manager
(907) 465-1792

Fax
(907) 465-2025

7-5. TELECOMMUNICATIONS EQUIPMENT

This section is pending information from Enterprise Technology Services and will be updated at a later date.

Note: For any questions regarding telecommunication equipment property transactions and inventories please contact the State Property Manager.

END OF SECTION 7

SECTION 8. PROPERTY TRANSACTION FORMS

The six property forms used by the Property Management Office are identified in this section. The first four forms are mandatory forms and must be used by departments as outlined in this manual. Use of the other two forms is discretionary with departments.

8-1. OVERVIEW

Mandatory forms

"TAR" - Inter-Departmental Property Transfer Authorization and Report - Form 02-622

Used for excessing and transferring property within and between departments (except buildings)

"LSD" - Lost-Stolen-Damaged Property Review - Form 02-627

Used to report lost and stolen property and damage or destruction caused by accident, malice, negligence, or vandalism

"PSD" - Property Salvage/Destruction Request - Form 02-610

Used to request approval for the salvage or destruction of property which has no further useful life or value

Online Auction Request Form

Used to request the sale of excess property via online auction through the Property Management Office

Trade-In Request Form

Used to request the trade-in of excess property through a vendor

Donation Request Form

Used to request the donation of excess property to a government entity or non-profit organization

Negotiated Sale Request Form

Used to request the sale of excess property via negotiated sale to a government entity or non-profit organization

Barter Request Form

Used to request barter of excess property with a government entity or non-profit organization

Media Disposal Assurance Form

Used to verify that electronic media has been wiped of sensitive information before being processed via salvage, destruction, sale, trade-in, donation, or barter

Notice of Excess Building Form - Form 02-656

Used to report excess buildings

Note: Departments shall not alter the content of mandatory use forms.

Discretionary forms

Property Control Data Collection Form - Form 02-623

Used by departments to record property transactions

Property Receipt - Form 02-657

Used to document temporary property loans between departments

Questions on how to complete mandatory and discretionary use property forms should be directed to the Property Management Office.

Electronic copies of mandatory and discretionary use forms can be found on the “Electronic Property Forms” link which is available on the Division of General Services Property website at the link below:

http://doa.alaska.gov/dgs/property/property_e_forms.html

END OF SECTION 8

SECTION 9. FEDERAL SURPLUS PROPERTY PROGRAM

State agencies and other qualified entities can take advantage of the cost savings to be found through the reutilization of federal surplus property that is no longer needed by the federal government. The Property Management Office manages the Alaska Federal Surplus Property Program.

9-1. OVERVIEW

The Property Management Office administers a self-supporting Federal Surplus Property Program in accordance with Public Law 94-519 and the Alaska State Plan of Operations. Federal surplus property within Alaska and from areas worldwide is available to state agencies and other qualified entities through the Property Management Office. The Property Management Office is the only state agency in Alaska authorized by the United States General Services Administration to handle federal surplus property transfers. The Property Management Office's responsibilities include: screening and obtaining federal surplus property, transferring federal surplus property to qualified entities, marketing to increase participation, training to help state agencies and qualified entities locate and obtain federal surplus property, and monitoring and compliance checks to assure use of federal surplus property complies with federal regulations.

9-2. FREQUENTLY ASKED QUESTIONS

What is the Federal Surplus Property Program?

The Federal Surplus Property Program is a program which screens, receives, and re-issues federal surplus property to state and public agencies, native villages/corporations, certain non-profit organizations (health, educational, and programs for the elderly, impoverished, and homeless), public airports, 8A organizations, and certain educational activities of special interest to the armed services. The Federal Surplus Property Program saves taxpayer dollars by enabling eligible organizations the ability to purchase and reutilize federal surplus property for nominal service fees.

The Federal Property Assistance Program was created by Congress in 1949 with the enactment of Public Law 94-519. The law enables eligible organizations to obtain federal surplus property. As part of Public Law 94-519, state governments are delegated the responsibility to administer the federal property program through their individual state's "State Plan of Operations." The State of Alaska is pleased to be a part of this valuable service.

Where does the federal surplus property come from?

Available federal surplus property comes from various United States government installations worldwide. Most of the property that the Alaska Federal Surplus Property Program screens comes from military bases and government installations located in Alaska. The Property

Management Office also has a federal property warehouse that eligible organizations can visit. The federal property warehouse is located at the following physical address:

**Division of General Services
Property Management Office
2400 Viking Drive
Anchorage, AK 99501**

What types of federal surplus property items are available?

Property that may be available includes but is not limited to:

- Gym equipment
- Musical instruments
- Hardware, tools, and equipment
- Building materials
- Motorized vehicles
- Heavy equipment
- Marine equipment and vessels
- Aviation equipment and aircraft

What organizations are eligible to participate in the Alaska Federal Surplus Property Program?

Organizations and activities that are eligible to obtain federal surplus property include:

- State departments
- Public agencies
- Native villages/corporations
- Certain non-profit organizations (health, educational, and programs for the elderly, impoverished, and homeless)
- Public airports

- 8A organizations
- Certain educational activities of special interest to the armed services

How do eligible organizations become approved to participate in the Alaska Federal Surplus Property Program?

Eligible organizations need to submit a completed federal application for eligibility to the Property Management Office for review and approval/disapproval. A federal application for eligibility can be downloaded from the Division of General Services, Property website at the following link:

<http://doa.alaska.gov/dgs/property/federal1.html>

After the Property Management Office has approved the federal application, the approved organization will be notified and they can begin obtaining federal surplus property. Approved organizations should forward their property requests to the Federal Property Allocation Officer. The Federal Property Allocation Officer will work with departments to obtain the requested property.

Are there any costs associated with this program?

Yes. Service and handling charges are placed on all federal surplus property which is distributed through the Alaska Federal Surplus Property Program. The fees are based on total expenses in acquiring, transporting, warehousing, transferring, and other contributing cost factors.

Are there restrictions on the use of federal surplus property?

Approved organizations (referred to as “donees” by the federal government) that have obtained federal surplus property through the Alaska Federal Surplus Property Program are required to abide by the restrictions and requirements cited below:

- Property must be used for the program approved for participation in the Alaska Federal Surplus Property Program
- All property must be placed into use within the first year of possession
- All property must be used for a minimum 12 month period from the date it is placed into use
- Property valued at less than \$5,000 in original acquisition cost has a restriction period of 12 months from the date the federal surplus property is placed in use

- All vehicles and property valued at more than \$5,000 in original acquisition cost has a restriction period of 18 months from the date the federal surplus property is placed in use
- Aircraft and vessels longer than 50 feet have a restriction period of 60 months (5 years) from the date the federal surplus property is placed in use
- 8(A)'s are subject to the United States Small Business Administration's rules and regulations governing federal surplus property - 8(A)'s shall abide by the federal surplus property restriction periods mandated by the United States Small Business Administration, unless the restriction period is less than the restriction period mandated by the United States General Services Administration - In such case, the restriction period mandated by the United States General Services Administration shall prevail
- Donee organizations do not obtain ownership to property designated "perpetual use" by the federal government - The compliance period is considered to be "perpetual" or ongoing on these property items
- Donee organizations have conditional ownership of federal surplus property during the restriction period - Full ownership to the property will vest in the donee only after the donee has met all of the requirements of the restriction period and requirements as set forth in the "Donee Certifications & Agreements" section of the federal application for eligibility
- If the property is not being used or handled as required, the donee will be required, at its own expense, to return the property to the Alaska federal surplus property facility or another donee, as instructed by the Federal Property Allocation Officer
- The property may not be modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period - If property is modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period, the donee may be subject to penalties and fines as well as possible state or federal prosecution
- Donee organizations must allow state and federal program staff and auditors to perform scheduled and unscheduled onsite property compliance visits and access to records and financial statements, as necessary, to ensure property is being used as required and for audit purposes
- Donees are required to complete compliance reports regarding property use as a condition of participating in the Alaska Federal Surplus Property Program

END OF PROPERTY CONTROL MANUAL