

NOTICE TO UNIT HEADS, ESU AND EXTENSION DIRECTORS, PROPERTY COORDINATORS AND BUSINESS OFFICERS

Status Report on the Federal Excess Property Program (FEPP)  
Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension (ALVSCE)  
August 31, 2018

The Division of ALVSCE is eligible to participate in the FEPP Program because The University of Arizona is a land grant institution. This program allows us to acquire federal excess property through USDA with the only cost being transportation to the department/unit. The title remains with USDA and we are able to use the property until no longer needed at which time there are specific disposal procedures through USDA and GSA. Other program requirements include accurate and detailed records of FEPP equipment as well as physical verification of equipment every two years.

From July 2015 until present, the focus of our program has been on disposal of items that were stockpiled over decades. During this three years, we have processed over 220 equipment items for disposal through GSA Sales and inter-agency transfers with a remittance of ~\$233,500 to the federal government. In addition, we disposed of 245.050 pounds of other disposal items through a recycling/scrap vendor remitting \$10,200 to the federal government.

Jeffrey Ratje placed a voluntary freeze on new acquisitions to allow time for disposal of stockpiled items and organize and update the FEPP equipment and program records. This was part of his pledge to the USDA to improve our operation, and necessary to forestall punitive actions by the agency due to the years of mismanagement. On behalf of Jeffrey and the FEPP Team (Mary Kate Barrett and myself), we express our thanks for your patience during the lengthy clean up and disposal process, and are happy to report that we have regained the trust of the USDA FEPP-coordinator.

As of Fiscal Year 2018-19, we will now review requests for new equipment acquisitions. Equipment items such as tractors, trucks, trailers, etc. are more difficult to obtain than in the past, but our FEPP Team will work directly with the designated Unit Coordinator to assist and answer questions. All requests must go through the assigned unit coordinator with approval by the Director or Department Head. Established processes must be followed. Attached is a list of the current assigned coordinators. If your department/unit is interested in obtaining federal surplus property, please complete the attached form and return it to Madge Mock for formal acknowledgement.

A separate notification will be sent to directors, department heads, and FEPP Coordinators with information and instructions on acquisition requests.

SUMMARIZED LIST OF UNITS WITH FEPP  
EQUIPMENT

| UNIT                                     | PROPERTY COORDINATOR/DIRECTOR       |
|------------------------------------------|-------------------------------------|
| 0104 BOYCE THOMPSON ARBORETUM            | Gaylyn Yanke                        |
| 1508 JAMES ROGERS 4-H CAMP               | Adam Yarnes/Jeff Silvertooth        |
| 1510 TRIBAL EXTENSION (WINDOW ROCK)      | Trent Teegerstrom/Jeff Silvertooth  |
| 1522 COCHISE COUNTY                      | Darcy Dixon/Jeff Silvertooth        |
| 1534 GILA COUNTY                         | Rick Gibson/Jeff Silvertooth        |
| 1535 GRAHAM COUNTY                       | Bill Brandau/Jeff Silvertooth       |
| 1545 LA PAZ COUNTY                       | Barry Tickes/Jeff Silvertooth       |
| 1540 PIMA COUNTY                         | Evelyn Whitmer/Dan McDonald         |
| 1541 PINAL COUNTY                        | Rick Gibson/Jeff Silvertooth        |
| 1542 SANTA CRUZ COUNTY                   | Darcy Dixon/Jeff Silvertooth        |
| 1544 YUMA COUNTY                         | Russell Engel/Jeff Silvertooth      |
| 2406 CAMPUS AG CENTER                    | Dan Nelson/Steve Husman             |
| 2408 AG EDUCATION                        | Robert Torres                       |
| 2412 SNRE                                | Ruth Lingo/John Koprowski           |
| 2415 SAFFORD AG CENTER                   | Rob Merrill/Randy Norton            |
| 2422 ABE                                 | Darren Shevchuk/Kathryn Farrell-Poe |
| 2425 PLANT SCIENCES                      | Amanda Ferraris/Matt Jenks          |
| 2427 DK RANCH                            | Keith G. Cannon/Mitch McClaran      |
| 2428 V-V RANCH                           | Keith G. Cannon/Mitch McClaran      |
| 2429 YUMA AG CENTER                      | Humberto Hernandez/Jeff Silvertooth |
| 2430 MARICOPA AG CENTER                  | Ed Perry/Jeff Silvertooth           |
| 2450 ACBS                                | Joanna Maes/Patricia Stock          |
| 2450 ACBS ANIMAL RESEARCH COMPLEX        | Sean Limesand/Patricia Stock        |
| 2450 ACBS BEEF UNIT (WEST CAMPUS AG CTR) | Dan Faulkner/Patricia Stock         |
| 2450 ACBS EQUINE CENTER (CAMPUS AG CTR)  | Kacee Richardson/Patricia Stock     |
| 2450 FEEDLOT (WEST CAMPUS AG CTR)        | Dan Faulkner/Patricia Stock         |
| 2450 ACBS MEAT LAB (CAMPUS AG CTR)       | Sam Garcia/Patricia Stock           |
| 2450 ACBS UNIV ANIMAL CARE               | David Besselsen/Patricia Stock      |

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NOTICE TO PROPERTY CUSTODIANS, EXTENSION AND ESU DIRECTORS, DEPARTMENT HEADS

The FEPP unit of CALS Business Services is accepting equipment requests through the Federal Excess Property Program. The information below will aid the department/unit in navigating the GSA site of available equipment for acquisition requests. The guest ID and password allows for search capability so a user can determine if the requested equipment is available. Mary Kate Barrett and Madge Mock are available to assist in a demonstration of the search function and how to make the best use of the navigation tools. **All screeners and guest users must comply with specific ethical standards that were established as a result of the USDA scrutiny on this program.**

1. USER GUIDE. USDA has coordinated with GSA in providing a web site that advertises all available equipment for which ALVSCE can request. The url below directs you to a pdf document which is a User Guide with instructions about the USDA/GSA web site and using the FEPP system and process.  
[https://gsaccess.gov/htm/userguides/Xcess\\_Users\\_Guide.pdf](https://gsaccess.gov/htm/userguides/Xcess_Users_Guide.pdf)

2. PRACTICE SESSION FOR ACQUISITION SEARCHES.  
On Page 13 of the User Guide, it instructs you to sign on to a practice module—  
<https://gsaccesspractice.fas.gsa.gov/>  
see screen print below.

**GSAXcess® Home - Welcome to GSAXcess®**

<https://gsaccesspractice.fas.gsa.gov> ▼

GSAXcess® maintains records of all Federal Excess and Surplus Personal Property Reported to **General Services Administration** ... **Module** where you can view and ...

[U & D Training Presentations](#) · [GSAXcess Home](#) · [User Guides](#) · [Contact Links](#) · [Web-X Presentations](#)

This module allows you to acquaint yourself with the web site to search and screen for available equipment. It is a Practice Module, so any data you enter or fields you fill will be recorded or submitted.

3. CALS Business Services maintains a link to the USDA Federal Excess Program Guide on the CBS website. The program guide is a useful resource regarding the overall program and requirements. It was updated in April, 2018.  
<https://cals.arizona.edu/cbs/federal-property>.

4. Below are the credentials for a Guest LogIn to allow access for those authorized to search and view available items on the AAMS/GSA site.

The url is: <https://gsaccess.gov/>— Search and View only

\* USER ID: N76971 \* \* PASSWORD: UnivofAZ