

personal
property
management



Personal Property Disposal Services

Do you have property that you no longer need?

Would you like GSA to sell your property for you?

Want to report excess property electronically?

Uncertain about what property must be reported to GSA?

Is your agency planning a move?

Do you need GSA to expedite the disposal of your property?

Do you need:

- *assistance in reporting or acquiring excess?*
- *help in conducting sales?*
- *storage space for property not needed — including vehicles where volume dictates?*
- *guidance while donating/abandoning/destroying property?*

In its role as an asset manager for Federal personal property, GSA arranges for reutilization and redistribution of excess property among Federal agencies, donations of surplus property to eligible State and local governments and nonprofit, tax-exempt organizations, and sale of surplus property to the public. The GSA Personal Property Management Office will locate and dispose of excess property for customer agencies through our fully integrated property disposal system.

Our Services



UTILIZATION

The utilization program encourages other Federal agencies to reuse your agency's unneeded personal property. You declare the property "excess" and report the information to FSS for Governmentwide screening. We make it available for transfer to other Federal agencies or to their contractors, cooperatives, or project grantees.

DONATION

The donation program enables certain non-Federal organizations to obtain personal property the Federal Government no longer needs. Through State Agencies for Surplus Property (SASP), property can be obtained by non-Federal public agencies and certain private nonprofit organizations and institutions (such as educational, health, elderly and homeless programs).

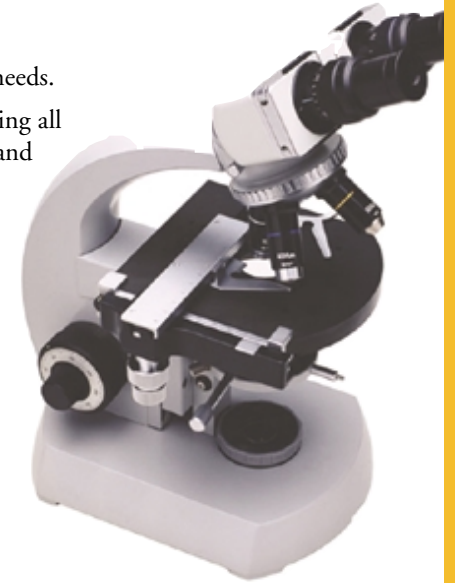
A state managed Personal Property Center (PPC) is a service jointly offered by GSA and some State Agencies for Surplus Property (SASP). Each PPC will provide storage of excess during the disposal process, ensure screening as required in the FMR, and offer property not transferred for sale to the public. Check with your local GSA office to see if this service is available. This service is free of charge. However, Federal agencies shall bear the cost to dismantle and transport the property to the PPC.

SALES

The sales program gives individuals and businesses an opportunity to buy unneeded Federal Government property. GSA sells personal property for Federal agencies via on-line sales, sealed bid, fixed price, auction, spot bid or negotiated sales. GSA will work with you to tailor personal property services at a reasonable service fee that will result in faster disposal, a greater rate of return on exchange sales, and no separate billing system. Sale proceeds are returned to the Federal Treasury or, when authorized, to generating agency accounts.

Benefits in using GSA:

- Total disposal service from start to finish.
- Expert disposal solutions tailored to your needs.
- Trained professionals experienced in handling all aspects of property disposal, contract law, and congressional inquiries.
- Automated reporting of your excess property through our Federal Disposal System (FEDS).
- Internal reuse through the Agency Asset Management System (AAMS).
- Compliance with Federal Management Regulations.
- Fully accountable contracting and collection officer functions.
- On-line auction sales.
- Specialized and targeted marketing strategies promoting sales.



GSA Auctions™ offers Federal customers:

- Quick disposal tailored to your needs for all kinds of assets.
- Reduced administrative costs.
- Buyers from every market.
- Maximum return on investment.

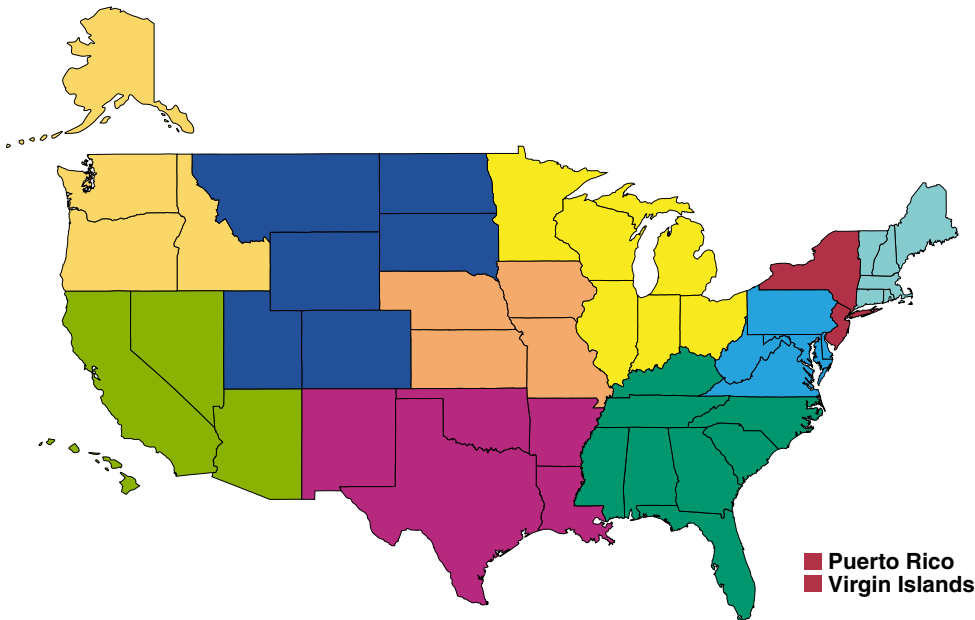


Put GSA to work for you!

Contact your local Personal Property Management office for assistance – fss.gsa.gov/property

Save valuable time and resources by allowing GSA to be your service provider of choice!





FSS REGIONAL PERSONAL PROPERTY MANAGEMENT OFFICES

New England

CT, MA, ME, NH, RI, VT

Bill Allen

Chief, Personal Property Services (2FBP-1)

GSA/FSS/2FBP-1

O'Neil Federal Office Building
10 Causeway Street, 3rd Floor,
Room 347

Boston, MA 02222

phone: 617-565-7319

fax: 617-565-7317

e-mail: william.allen@gsa.gov

Northeast & Caribbean

NJ, NY, PR, VI

Bob Hamilton

Director, Fleet & Personal Property
Management Division (2FB)

GSA/FSS/2FB

26 Federal Plaza

Room 20-112

New York, NY 10278

phone: 212-264-3300

fax: 212-264-9806

e-mail: robert.hamilton@gsa.gov

Catherine Morant

Chief, Personal Property
Services Branch (2FBP)

GSA/FSS/2FBP

26 Federal Plaza

Room 20-112

New York, NY 10278

phone: 212-264-6279

fax: 212-264-9806

e-mail: catherine.morant@gsa.gov

Mid-Atlantic

DE, MD, PA, VA, WV, DC

Susan W. Lynch

Director

GSA/FSS/3FP-W

470 L'Enfant Plaza East, SW,
Suite 8100

Washington, DC 20407

phone: 202-619-8990

fax: 202-619-8947

e-mail: susanw.lynch@gsa.gov

Joseph M. Hvorecky

Deputy Director

GSA/FSS/3FPD

P.O. Box 40657

Wanamaker Bldg.

100 Penn Square East, Room 860

Philadelphia, PA 19107

phone: 215-656-3922

fax: 215-656-3946

e-mail: joe.hvorecky@gsa.gov

Southeast Sunbelt

AL, FL, GA, KY, MS, NC, SC, TN

Cheryl Hall

Director, Property Management Division
(4FD)

GSA/FSS/4FD

401 W. Peachtree Street,

Room 2600

Atlanta, GA 30365

phone: 404-331-0040

fax: 404-331-1877

e-mail: cheryl.hall@gsa.gov

■ Puerto Rico
■ Virgin Islands

Put GSA to work for you!

For more information, visit our website.

fss.gsa.gov/property

Great Lakes

IL, IN, MI, MN, OH, WI

Gregory Flores

Chief, Personal Property Branch (5FBP)

GSA/FSS/5FBP

230 S. Dearborn Street

DPN 34-6, Rm 3400

Chicago, IL 60604-1696

phone: 312-886-8996

fax: 312-353-0827

e-mail: gregory.flores@gsa.gov

Heartland

IA, KS, MO, NE

Ed Hodges

Director, Property and Traffic Management

Division (6FBD)

GSA/FSS/6FBP

1500 East Bannister Road,

Room 1102

Kansas City, MO 64131

phone: 816-823-3700

fax: 816-823-3711

e-mail: ed.hodges@gsa.gov

Greater Southwest

AR, LA, NM, OK, TX

George W. McMichael, Jr.

Acting Director, Property Management

Division (7FMP)

GSA/FSS/7FMP

819 Taylor Street, Room 7A07

Ft. Worth, TX 76102

phone: 817-978-3795

fax: 817-978-8738

e-mail: elot.green@gsa.gov

Rocky Mountain

CO, MT, ND, SD, UT, WY

Bobby Givens

Chief, Property Management (7FP-8)

GSA/FSS/7FP-8

P.O. Box 25506

DFC, Bldg. 41

Denver, CO 80225-0506

phone: 303-236-7700

fax: 303-236-7544

e-mail: bobby.givens@gsa.gov

Pacific Rim

AZ, CA, HI, NV, CM, AS, GU

Peggy Lowndes

Director, Property Management Division

(9FBP)

GSA/FSS/9FBP

450 Golden Gate Avenue

San Francisco, CA 94102-3434

phone: 415-522-3029

fax: 415-522-3033

e-mail: peggy.lowndes@gsa.gov

Northwest/Arctic

AK, ID, OR, WA

Nancy Russell

Chief, Personal Property Branch

GSA/FSS/10FZP

400 15th Street, SW

Auburn, WA 98001-6599

phone: 253-931-7311

fax: 253-931-7571

e-mail: nancy.russell@gsa.gov

Central Office

Deidre Huber

Director, Property Management Division

(FBP)

Central Office

General Services Administration

Federal Supply Service

1941 Jefferson Davis Highway,

Room 812

Arlington, VA 22202

phone: 703-305-7240

fax: 703-305-7728

Overseas

Europe, Northern Africa, and the Middle East

Frankfurt, Germany:

DSN 330-6085/7985

International Direct Dial

011-49-69-699-7985/6085

Pacific, Far East and Honolulu, Hawaii:

(808) 541-1776

DSN 438-4960



U.S. General Services Administration
Centralized Mailing List Service (8CPLN)
PO Box 6477
Fort Worth, TX 76115

Official Business
Penalty for Private Use, \$300

Address Correction Requested

PRE-SORTED
POSTAGE &
FEES PAID
GSA
Permit No. 30

5-2-00082