

TITLE: CIB 98-26 USAID Limited Excess Property Program

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: DISTRIBUTION LIST FAC

From: M/OP/OD, Marcus L. Stevenson, Procurement Executive

Subject: USAID Limited Excess Property Program

CONTRACT INFORMATION BULLETIN 98 - 26

The purpose of this CIB is to update guidance on the USAID Excess Property Program established in accordance with Sections 607 and 608 of the Foreign Assistance Act of 1961, as amended. This CIB supersedes previous procedures provided in Handbook 16, "Excess Property." This excess property program is separate and distinct from management of USAID property that has become excess to the Agency's needs, which is M/AS's responsibility.

The Overhead, Special Costs and Contract Closeout Branch (M/OP/PS/OCC), of the Procurement Support Division in the Office of Procurement administers the USAID Limited Excess Property Program (LEPP). This Branch monitors the availability of excess property at various government agencies such as the General Services Administration, the Department of Defense and the Department of Commerce. This property may be obtained for use only by USAID Missions and registered PVOs in USAID financed or authorized recipient financed programs worldwide.

The OCC Branch serves as the principal liaison for any property that is transferred from the U.S. Government to PVOs registered with USAID and is the primary contact for all USAID Washington offices, other federal agencies, foreign embassies in the U.S., registered private voluntary organizations (PVO's), and donors of private property on matters relating to the excess property program.

Attached are the revised guidelines for PVO participation in the Limited

Excess Property Program.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT GUIDELINES
LIMITED EXCESS PROPERTY PROGRAM (LEPP)
LIMITED EXCESS PROPERTY PROGRAM

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INTRODUCTION

It is the policy of the U.S. Government to make effective use of all property procured with Federal funds. To carry out this policy, Federal agencies are required to make available to other agencies property which becomes excess to their needs.

As a Federal agency, USAID is eligible to acquire such property for use in its assistance programs. Additionally, the Congress in the Foreign Assistance Act of 1961 (FAA), as amended, has directed that excess property should be utilized wherever practicable in lieu of the procurement of new items for United States-assisted projects and programs. It has further authorized the use of excess property to complement other forms of assistance provided under

Part I of the FAA.

When used wisely and carefully, excess property can be exceptionally valuable to the United States and the less developed countries in attaining development objectives. It can be used as a substitute for new procurement in USAID-funded activities, as added resources for such activities to make limited funds go further, or as assistance for the public sector of the recipient country.

Excess property becomes available throughout the United States and in many foreign countries, especially where U.S. Armed Forces are stationed. Some excess property is nearly new. Other property has been used extensively, but can be reconditioned after it is received by the recipient and can provide many years of useful service.

This document sets forth policies, procedures, and guidance on USAID's excess property program.

CHAPTER 1

LEPP PROGRAM SUMMARY

1A. A general description of the Limited Excess Property Program (LEPP) is as follows:

1. Authorized requestors are USAID Missions and Private Voluntary Organizations (PVO's) registered with USAID. The PVO must be approved by, and registered with, USAID through the Bureau for Humanitarian Response, Office of Private and Voluntary Cooperation, Information and Program Support Division (BHR/PVC/IPS). Subsequent to registration, a request to participate in the limited excess property program may be sent to BHR/PVC/IPS for concurrence.

2. Upon receipt of the above concurrence, an excess property transfer agreement will be negotiated with the requesting PVO by the USAID/W Excess Property Office (M/OP/PS/OCC). A sample of the Excess Property Transfer Agreement is shown in 6F of this guide. After this Excess Property Transfer Agreement has been executed the procedures outlined below will be followed.

1B. A requestor shall have a specific existing need for the requested excess property in its programs overseas. No government owned excess property shall be made available to an approved recipient until there is a need specified in the form of certifications required by Section 607(c), paragraphs (A) & (B), of the Foreign Assistance Act of 1961, as amended.

None of the property may be for use in the U.S.

1C. When requesting excess property from the LEPP, the recipient will do the following:

1. Provide a statement to the USAID Excess Property Office (M/OP/PS/OCC) as to the planned end-use and end user(s) of the property and the country(ies) of use.

2. Prior to visiting Defense Reutilization Marketing Office (DRMO) holding areas in the U.S., Europe and other overseas locations the requestor shall: (1) advise M/OP/PS/OCC (Phone No. 202-712-0289) in advance of the visit, (2) have a listing of property needed, (3) have the recipient identified and (4) have approval by the USAID Mission or Embassy in the receiving country before putting a freeze on excess property.

1D. Requestors may either locate the desired items themselves or request assistance from M/OP/PS/OCC to attempt to locate items that satisfy the requestor's need. In the later case, M/OP/PS/OCC's research into the availability of the requested items will be limited to its established network of government sources and time available.

1E. Requestors shall prepare a Standard Form 122 - Transfer Order Excess Personal Property, (SF-122) for desired excess property and send it to M/OP/PS/OCC for approval. After approval, OCC will send the SF-122 to GSA or DRMO for final approval. After approval the PVO shall pick up the property on an "as is/where is" basis and transport it at its own expense from the holding area to the final overseas destination.

1F. Requestors shall be responsible for arranging the pick-up, repair/refurbishment (as necessary), export/import clearances, packing, and shipping of the excess property items to their final destination. This may be accomplished, in the case of USAID Mission recipients, through a contractor or grantee involved in the project for which the material is destined.

1G. Requestors shall advise USAID in writing prior to any shipment overseas of what is to be shipped and the planned destination so that Section 607 certification can be obtained from the Mission/Embassy of the receiving country. Federal Supply Group (FSG) and Serial Numbers (SN) (if applicable) shall be included. The requestor shall provide an inspection certification acceptable to the USAID Excess Property Office prior to the overseas shipment of the property that serviceability and appearance of the property to be shipped or transferred shall not reflect unfavorably on the image of the United States.

1H. Requestors shall provide a full accounting of all excess property transferred to each end user organization; provide a listing that includes description of each item transferred, FSG & SN when applicable; and advise USAID when items are received by the intended end user.

CHAPTER 2

POLICY

2A. Excess property is to be used in the U.S. foreign assistance program as a substitute for new procurement whenever it is practical and possible to do so. It may be used to complement other forms of assistance being furnished USAID recipients under Part I of the FAA. It may also be provided to organizations that have not received USAID assistance awards but who are USAID registered private voluntary agencies in accordance with the provisions of Section 607(a) of the FAA.

2B. Excess property can be obtained and put to good use at costs substantially lower than those for new property. Because the economics of excess property can make it very attractive in certain situations, particular care must be exercised in approving excess property requests from recipients to be sure that a real and current need exists and that the recipient can and will put the property to good use.

2C. Acquisition of excess property for use in accordance with the provisions of Section 607(a) of the FAA should be made so as to satisfy to the maximum extent practicable known and funded program requirements of the recipient. Secondly, property may be acquired by the recipient for activities not funded by USAID.

2D. Excess property may be provided as program assistance for use in a country's public sector as well as for any other approved activities, except that USAID does not provide excess property for use in the private sector or under that portion of a Commodity Import Program which is intended for resale within the recipient country. However, excess property may be provided to a registered voluntary agency for use in, but not for retransfer to the private sector during the property's period of accountability.

2E. USAID provided excess property shall not be for use by the recipient country's law enforcement activities or military services either during or after the period of accountability.

2F. USAID's excess property program, as set forth in this document, does not permit acquisition of such property for use in the United States; however, requests for exception to this policy may be submitted to USAID/W Excess Property Office (M/OP/PS/OCC) for consideration on a case-by-case basis.

CHAPTER 3

USAID'S LIMITED EXCESS PROPERTY PROGRAM

3A. USAID's program for acquisition and utilization of U.S. Government-owned domestic excess property and foreign excess property is authorized under Section 607(a) of the Foreign Assistance Act of 1961, as amended. This program is called the "Limited Excess Property Program" (LEPP) and is the Recipient-Financed Segment of the overall USAID program.

See Chapter 5, Section 5B for domestic excess property acquisition priorities.

3B. Currently the Section 607(a) recipients acquire available domestic and foreign excess property on an "AS IS, WHERE IS" basis directly from the holding activity. Chapter 6 provides specific instructions for acquiring excess property under Section 607.

CHAPTER 4

RESPONSIBILITIES

4A. GENERAL

The General Services Administration (GSA) exercises overall direction of the U.S. Government domestic excess property utilization program. The owning agency exercises direction and control of its foreign excess property.

4B. USAID Excess Property Organization

1. The Office of Procurement, Procurement Support Division, Overhead, Special Cost and Contract Closeout Branch (M/OP/PS/OCC) is the USAID/W central staff office responsible for Limited Excess Property Program matters. M/OP/PS/OCC administers the limited Section 607 program and the revolving fund authorized by Section 608 of the FAA.

2. Each Mission is encouraged to designate an Excess Property Officer who is responsible for coordinating all excess property activities within the country and monitoring the use of all excess property acquired under the Section 607 LEPP Program.

3. Where there is no USAID Mission, the U.S. Embassy in the country will be requested to identify a point of contact to perform the functions in 2 above.

4. If the USAID Mission, or the Embassy where there is no USAID Mission, declines to designate a single point of contact to act as the Excess Property Officer and to monitor the end use of all excess property brought into the country, then M/OP/PS/OCC will not approve recipients requests for property for that country.

CHAPTER 5

GENERAL PROVISIONS RELATING TO THE ACQUISITION

AND UTILIZATION OF EXCESS PROPERTY

5A. Certification Requirements

1. The following certifications are prerequisites to the acquisition of any excess property. They are to be executed after adequate study and inspection has been undertaken by the certifier, and they constitute the "written determination" specified in Section 607(c), paragraphs (A) &

(B), of the FAA. a. A Mission or Embassy employee must certify there is a need for excess property in the quantity requested and such property is suitable for the purpose requested.

b. A Mission or Embassy employee must certify that the status and responsibility of the proposed end-user justifies the requested shipment or transfer and the end-user has the ability to effectively recondition when necessary, use, and maintain such property.

c. The recipient for the Section 607 Program must certify the residual value, serviceability, and appearance of the property to be shipped or transferred will not reflect unfavorably on the image of the United States.

5B. Acquisition Priorities Domestic Excess Property:

In implementing the Federal Property and Administrative Services Act of 1949, as amended, GSA applies the following priority of acquisition to claimants under the Federal program for utilization of domestic excess property:

1. Federal agency claimants (including USAID) for their internal use.
2. Authorized domestic recipients in accordance with Section 203(j) of the Federal Property and Administrative Services Act of 1949 for education, public health, and civil defense purposes.
3. USAID-Financed Grant Segment of the Section 607 Program.
4. Recipient-Financed Segment of the Section 607 Program.

5C. Acquisition, Reconditioning and Transportation Charges

The recipient inspects and selects the property that is to be acquired. All transfers of custody of excess property under an agreement will be on an unconditioned basis and will be effected by the holding activity without charge as to the value of the property. The recipient arranges and pays for all services incident to the movement of the property from the holding activity to the point of use.

5D. Title

Title initially passes from the agency excessing the property to USAID via SF122, then title to Section 607 excess property approved for transfer will pass from the United States (USAID) to the recipient upon physical removal of the property by the recipient from the holding activity.

After title to excess property has passed to the recipient, the recipient will assume all responsibilities incident to ownership of such property, including, but not limited to, all risks of loss or damage to the property and of all damage caused by or charges incurred on the property.

5E. Use of Property

Excess property transferred to the recipient may be used in the private sector in programs sponsored by the recipient for relief, rehabilitation and development purposes, but is not transferable to the private sector during the period of accountability. This property will not be used either during or after the period of accountability in, or in support of, law enforcement activities or by the military sector.

The determination of the specific country(ies) where the excess property will be used, will be subject to approval by the USAID Mission or Embassy (where there is no USAID Mission).

5F. No Warranty on Property Property transferred under a LEPP agreement is used and excess to the needs of the United States Government and is transferred "as is" with all faults. USAID is not responsible for and makes no warranty regarding the fitness, condition or safety of operation of the property transferred.

5G. Utilization and Disposition of Excess Property

1. General Responsibilities

Recipients of excess property under the USAID LEPP are responsible for its effective utilization. This means that the property shall be consumed or put into service on a timely basis, used for the purpose intended, and adequately maintained. Recipients are also responsible to maintain accountability records adequate to document the use and disposition of the excess property. Missions, or Embassies where there is no USAID Mission, are responsible to monitor compliance with these requirements.

2. Initial Use

Items received in usable condition shall be put to use within one year from the date of arrival in the recipient country. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of physical receipt by the recipient and the items shall be put to use within 12 months of the date of the start of their reconditioning.

3. Period of Accountability

a. The period of accountability shall be one year from the date of initial use for each item of property. The Mission, or Embassy, shall establish the dates of the period of accountability during which the recipient/recipient's end-user will comply with the accountability requirements in

3b. below and during which the property will be subject to the monitorship of the Mission, Embassy or USAID/W Excess Property Office (M/OP/PS/OCC).

b. The following provisions are applicable to all items of excess property acquired through the LEPP for their period of accountability:

(1) The recipient/recipient's end-user will maintain accountability records on all items except expendable items. Expendable property is property which is consumed or loses its identity when used or normally becomes a component part of other property.

(2) All accounts and records pertaining to the items are subject to audit by USAID representatives, including the right to inspect the item wherever it is located.

(3) The recipient/recipient's end-user is not authorized to sell, retransfer or otherwise dispose of the items without prior approval of the Mission, Embassy or USAID/W Excess Property Office (M/OP/PS/OCC).

(4) The Mission, or the Embassy where there is no USAID Mission, after obtaining concurrence from USAID/W Excess Property Office (M/OP/PS/OCC), may direct or authorize sale of the items or require title to be transferred to the U.S. Government. In case of sale, the recipient/recipient's end-user will conduct such sale under terms and conditions, including purchaser eligibility, prescribed by the Mission or the Embassy. Proceeds resulting therefrom will accrue, in whole or in part, to the recipient/recipient's end-user or USAID in the sole discretion of the Mission or the Embassy. In no case will sale be made to law enforcement or military entities.

4. Disposal

a. At any time subsequent to the completion of the period of accountability, the recipient/recipient's end-user may dispose of the items, except to law enforcement or military entities, without seeking the approval of the Mission or the Embassy. All proceeds resulting from such disposition will accrue directly and in full to the recipient/recipient's end-user.

b. At no time may property acquired through the LEPP be disposed of, sold, given, or in any other manner be provided to law enforcement or military organizations or used for those purposes.

5H. Limitations on Value of Transferred Excess Property

The initial total amount of property which may be transferred to an organization participating in the USAID Limited excess Property Program in any fiscal year measured in terms of original acquisition cost shall be \$1,000,000.00. Requests to have this amount increased will be evaluated on a case by case basis by the USAID/W Excess Property Office (M/OP/PS/OCC) and must be approved in writing.

CHAPTER 6

SECTION 607 & 608 PROGRAMS

6A. Section 607 of the Foreign Assistance Act (FAA), as amended, authorizes USAID to furnish Government-owned excess property to voluntary nonprofit relief agencies approved by and registered with the USAID (including foreign voluntary nonprofit relief agencies so approved and registered when no United States voluntary nonprofit relief agency is available).

6B. Section 608 of the FAA authorizes USAID to acquire excess property. It also authorizes the creation of a Revolving Fund. Contractor assistance to manage the Limited Excess Property Program is funded from this revolving account.

6C. Areas of Operation

1. Registered voluntary agencies may request M/OP/PS/OCC to obtain Defense Reutilization and Marketing Offices (DRMO) or GSA authorization for specific registered voluntary agency representatives to screen and freeze domestic excess property. Domestic excess property may be acquired on an "AS IS, WHERE IS" basis upon receipt by the DRMO or the executive holding agency of the GSA approved Standard Form 122, Transfer Order-Excess Personal Property. The PVO will then accomplish transfer of accountability documentation and arrange for transportation of domestic excess property.

2. Foreign Excess property will be made available to registered PVO's under the Section 607 Program. Pursuant to M/OP/PS/OCC's agreement with the Defense Logistics Agency's Defense Reutilization Marketing Offices (DRMO), only PVO and Mission personnel are authorized to screen and freeze foreign excess property. Foreign excess property may be acquired only on an "AS IS, WHERE IS" basis.

3. Foreign excess property located within Panama (including the Panama Canal Zone) will be made available for acquisition by USAID/Panama to eligible recipients under the Section 608 Program. Pursuant to USAID/Panama agreement with DRMO, the USAID Panama Mission excess property officer may request authorization for specified Mission representatives to screen and freeze foreign excess property located within Panama (including Panama Canal Zone). Such property may be acquired only on an "AS IS/WHERE IS" basis.

6D. 1. Registered Voluntary Agencies

(a) If a registered voluntary agency wishes to participate in the LEPP and to acquire available excess property, the agency's headquarters develops a list of requirements and submits its request for such requirements to the Office of Private and Voluntary Cooperation (BHR/PVC/IPS), USAID/W, for review and evaluation. The request must include the following:

1. A copy of the list of requirements.
2. A statement as to the planned end-use and end-user(s) of the property and the country(ies) of use.

(b) Upon favorable evaluation of the agency's request, BHR/PVC/IPS submits the request to M/OP/PS/OCC.

(c) Upon favorable evaluation by M/OP/PS/OCC of BHR/PVC/IPS's request, an Excess Property Transfer Agreement between the agency and USAID is prepared for execution.

(d) The USAID/W Excess Property Transfer Agreement, which prescribes terms and conditions governing the transfer of the property, is prepared by and signed by M/OP/PS/OCC and by the recipient. The standard USAID/W Excess Property Transfer Agreement format is set forth in sample 6F to this document.

2. Recipients for whom a USAID Section 607(c),(A) & (B) Certification has been approved may obtain property under the Recipient-Financed Segment. Property acquired under this segment is for use in the recipient's projects or programs overseas. M/OP/PS/OCC claims domestic excess property under this segment in accordance with Chapter 5, Section 5B.

3. International Organizations If an international organization wishes to acquire available excess property, the organization contacts M/OP/PS/OCC for guidance.

6E. 1. PVOs and their representatives, including Missions acting on behalf of those PVOs for the acquisition of excess property, should note that it is their responsibility to ensure that the property to be acquired is suitable, maintainable, serviceable and will not reflect unfavorably on the image of the United States.

2. The telephone numbers for the excess property coordinators in M/OP/PS/OCC are as follows:

Commercial 202-712-0289, 202-712-5318 or 202-712-4635

FAX 202-216-3143

6F. Sample of Excess Property Transfer Agreement:

SAMPLE

June 22, 1998

Mr. John H. Doe
President
Save the World, Inc.
14th & Rhode Island Avenue N.W.
Jonestown, FL 33064

Dear Mr. Doe:

Your organization has requested the U.S. Agency for International Development (USAID) to furnish to it for use in programs sponsored by your organization certain United States Government-owned domestic and foreign excess property. I am pleased to inform you that the request of "organization name" hereinafter called the "Recipient" to receive United States Government-owned excess property has been approved.

Recipient agrees to the following procedures in order to participate in the USAID Limited Excess Property Program (LEPP). In accordance with Section 607(a) of the Foreign Assistance Act of 1961, as amended, USAID has authorized the recipient to acquire custody of excess property to the extent available, in the kinds and amount described in Enclosure 1 and for the use prescribed in Enclosure 2 to this letter. This letter, when accepted and agreed to by the recipient, authorizes the recipient to initiate the procedures referred to herein for acquiring such property and sets forth terms and conditions governing the transfer and use of such property. The USAID authorization and the terms and conditions of this letter will be effective until unless sooner modified or terminated by USAID.

The total amount of property which can be transferred in any fiscal year in accordance with this letter, measured in terms of original acquisition cost, is \$1,000,000.00.

Sample 6F

The following procedures, terms and conditions will govern the acquisition, transfer and use of all property described in the enclosures to this letter delivered to recipient under this agreement:

o No government owned excess property shall be made available under this agreement until there is a need specified.

The recipient shall:

- Provide a statement as to the planned end-use and end user(s) of the property and the country(ies) of use.
- Advise USAID in writing prior to any shipment overseas of what is to be shipped and planned destination so that Section 607 certification can be obtained from the Mission/Embassy of receiving country. Federal Supply Group (FSG) and Serial Numbers (SN) (if applicable) shall be included.
- Provide a full accounting of all excess property transferred to its organization.
- Provide a listing that includes description of each item transferred, Federal Supply Group (FSG) and Serial Numbers SN) when applicable.
- Provide inspection certification acceptable to the USAID/W

Excess Property Office prior to the overseas shipment of the property that serviceability and appearance of the property to be shipped or transferred shall not reflect unfavorably on the image of the United States.

- Advise the USAID Mission, or Embassy where there is no USAID Mission, when items are received by the intended end user.

Section 607(c) Certifications and Monitorship

Transfer of title to the property covered under this agreement is conditional upon the prior execution of the certifications required by Section 607(c), paragraphs (A) & (B), of the Foreign Assistance Act of 1961, as amended, and agreement by the Mission or Embassy to (a) determine and establish the dates of the period of accountability for the items and (b) monitor the property during its period of accountability.

Sample 6F

Charges

All transfers of custody of excess property under this agreement will be on an unconditioned basis and will be accomplished by the holding activity without charge as to the value of the property. The recipient shall arrange and pay for all services incident to the movement of the property from the holding activity to the point of use.

Inspection and Selection of Excess Property

Upon inspection and selection of the property by the recipient in this agreement, the recipient will contact the USAID/W Excess Property Office to arrange for acquisition of available items.

Title

1. Title to excess property approved for transfer will pass from the United States to the recipient upon physical removal of the property by the recipient from the holding activity.

2. After title to excess property has passed to the recipient, the recipient will assume all responsibilities incident to ownership of such property, including, but not limited to, all risks of loss of or damage to the property and of all damage caused by or charges incurred on the property.

Use of Property

Use of property is prescribed in this Agreement including Enclosure 2.

No Warranty on Property

The property transferred hereunder is used and excess to the needs of the United States Government and is transferred "as is" with all faults. USAID is not responsible for and makes no warranty regarding the fitness, condition or safety of operation of the property transferred.

Sample 6F

Utilization and Disposition of Excess Property

1. General Responsibilities

Recipients of excess property under the USAID LEPP are responsible for its effective utilization. This means that the property shall be consumed or put into service on a timely basis, used for the purpose intended and adequately maintained. Recipients are also responsible to maintain accountability records adequate to document the use and disposition of the excess property. Missions, or Embassies where there is no USAID Mission, are responsible to monitor compliance with these requirements.

2. Initial Use

Items received in usable condition shall be put to use within one year from the date of arrival in the recipient country. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of physical receipt by the recipient and the items shall be put to use within 12 months of the date of commencement of their reconditioning.

3. Period of Accountability

a. The period of accountability shall be one year from the date of initial use for each item of property. The Mission or the Embassy shall establish the dates of the period of accountability during which the recipient/recipient's end-user will comply with the accountability requirements in 3b. below and during which the property will be subject to the monitorship of the Mission, Embassy or USAID/W Excess Property Office (M/OP/PS/OCC).

b. The following provisions are applicable to all items of excess property acquired through the LEPP for their period of accountability:

(1) The recipient/recipient's end-user will maintain accountability records on all items except expendable items. Expendable property is property which is consumed or loses its identity when used or normally becomes a component part of other property.

(2) All accounts and records pertaining to the item are subject to audit by USAID representatives, including the right to inspect the item wherever it is located.

(3) The recipient/recipient's end-user is not authorized to sell, retransfer or otherwise dispose of the item without prior approval of the Mission, Embassy or USAID/W Excess Property Office (M/OP/PS/OCC).

Sample 6F

(4) During the period of accountability, the Mission, or Embassy where there is no USAID Mission, after obtaining concurrence from the USAID/W Excess Property Office (M/OP/PS/OCC), may direct or authorize sale of the item or require title to be transferred to the U.S. Government. In the case of sale, the recipient/recipient's end-user will conduct such sale under terms and conditions, including purchase eligibility, prescribed by the Mission or the Embassy. Proceeds resulting therefrom will accrue, in whole or in part, to the recipient/recipient's end-user or USAID in the sole discretion of the Mission or the Embassy. In no case will sale be made to law enforcement or military entities.

4. Disposal

a. At any time subsequent to the completion of the period of accountability, the recipient/recipient's end-user may dispose of the item, except to law enforcement or military entities, without seeking the approval of the Mission or the Embassy. All proceeds resulting from such disposition will accrue directly and in full to the recipient/recipient's end-user.

b. At no time may property acquired through the LEPP be disposed of, sold, given, or in any other manner be provided to law enforcement or military organizations or used for those purposes.

If you concur to the foregoing conditions, please sign the original of this letter in the space provided below and return it to me.

For identification and reference purposes this shall be Excess

Property Transfer Agreement No. .

Sincerely,

Steven A. Tashjian, Chief
Overhead and Special Costs
and Contract Closeout Branch
Procurement Support Division
Office of Procurement
Room 7.08-061
Washington, D.C. 20523-7802

Enclosures:

1. List of Requirements
2. Use of Property

ACCEPTED AND AGREED TO:

RECIPIENT: Save the World

BY:

DATE:

Sample 6F

Enclosure 1

SAMPLE

LIST OF REQUIREMENTS

U.S. Government-owned excess property which may be furnished to the recipient shall not exceed a total original acquisition cost of \$1,000,000.00 per year and shall be furnished from the following Federal Supply Groups:

Federal

Supply Group	Description
23	Motor Vehicles
34	Metalworking Machinery
37	Agricultural Machinery and Equipment
39	Materials and Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Firefighting, Rescue, and Safety Equipment
43	Pumps and Compressors
45	Plumbing, Heating, and Sanitation Equipment
47	Pipe, Tubing, Hose, and Fittings
49	Maintenance and Repair Shop Equipment
51	Hand Tools
54	Prefabricated Structures and Scaffolding
56	Construction and Building Materials
61	Electric Wire and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
65	Medical, Dental and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
69	Training Aids and Devices
70	Data Processing Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Text Processing Systems and Visible Record Equipment
75	Office Supplies and Devices
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies

Note: This is a random sampling of categories in the listing of Federal Supply Groups. Supply groups in the agreements will be assigned by M/OP/PS/OCC to match the types of property requested by the PVOs.

Sample 6F

Enclosure 2

SAMPLE

USE OF PROPERTY

Excess property transferred to the recipient may be used in the private sector in programs sponsored by the recipient in the following countries for relief, rehabilitation and development purposes, but is not transferable to the private sector during its period of accountability. This property will not be used either during or after the period of accountability as support of law enforcement activities or by the military sector.

The list below does not express approval to obtain property for each listed country, but merely identifies the countries which your organization has identified a desire to provide for specific countries will be obtained individually from the USAID mission located in that country or the Embassy for those countries without a USAID mission.

Property acquired under this agreement may not be used on any country not included on the list below without the express written approval of the USAID/W Excess Property Office M/OP/PS/OCC).

List of Countries

Argentina
Brazil
Colombia
Costa Rica
Ecuador
El Salvador

Note: This is merely an example listing of countries that might be chosen by the subject PVO.