



March 10, 2017

MEMORANDUM FOR DIRECTORS, STATE AGENCIES FOR SURPLUS PROPERTY

FROM: SUSANNE COMBS  
ACTING DIRECTOR  
OFFICE OF PERSONAL PROPERTY MANAGEMENT

SUBJECT: Process Modification for Transfers of High-Mobility, Multipurpose Wheeled Vehicles (HMMWVs) for Donation

The purpose of this memorandum is to advise you that the U.S. General Services Administration (GSA) has modified the transfer process of surplus High-Mobility, Multipurpose Wheeled Vehicles (HMMWVs) for donation. This memorandum supplements prior guidance issued per GSA memo, subject: Transfer of High-Mobility, Multipurpose Wheeled Vehicles (HMMWVs) for Donation, dated July 19, 2016; and GSA memo, subject: Requests for Donations of Controlled Equipment, dated July 20, 2016. The two aforementioned memos remain in effect.

Beginning on March 13, 2017, GSA will implement two new processes for the donation of HMMWVs depending on the following scenarios:

- Scenario One: Immediate Donation via Donee Pick-up and
- Scenario Two: Subsequent Donation via State Agency for Surplus Property (SASP) Pick-up.

HMMWVs are still considered controlled equipment and the documents listed below must be completed and received from an eligible donee prior to donation. The order in which they must be provided is defined in Scenarios One and Two:

- Application Letter;
- Civilian Governing Body Document (CGBD);
- Conditional Transfer Document (CTD); and
- Hold Harmless Statement.

**Scenario One: Immediate Donation via Donee Pick-up**

For SASPs who operate by direct donation only or who have a specific donee, GSA will continue to accept the Application Letter before the Surplus Release Date (SRD); however, now GSA will begin to accept the CGBD and the CTD within 21 days after the Allocation Date. After GSA has reviewed and accepted the required documentation, GSA will requisition the HMMWV and the donee may pick up the HMMWV from the Defense Logistics Agency (DLA) site. The donee must still remove the HMMWV from the DLA site within 21 days of the Allocation Date.

The new transfer process for HMMWVs with direct donee requests is as follows:

Days From Excess Release Date	Process Step
1 - 21	SASP has known done
1 - 21	SASP requests HMMWV in GSAXcess. See Attachment 1
1 - 21	Donee prepares Application Letter
1- 21	SASP sends Application Letter prior to SRD to GSA
22 - 27	GSA reviews Application Letter and if it is acceptable, GSA allocates HMMWV
22 - 42	Donee prepares Hold Harmless Statement, CGBD, and CTD
22 - 42	SASP provides GSA with the CGBD and CTD within 21 days after Allocation Date and electronically signs allocation. SASP includes/attaches Hold Harmless Statement to the SASP's Distribution Document
22 - 42	GSA reviews and accepts the required documentation. GSA requisitions HMMWV
22 - 42	Donee picks up HMMWV within 21 days after Allocation Date

#### **Scenario Two: Subsequent Donation via SASP Pick-up**

GSA will allocate HMMWVs to SASPs with onsite storage, but no direct donee requests, prior to GSA receiving the following required documentation: the Application Letter, the CGBD, and the CTD. **However, these documents must be received by GSA within six (6) months of transfer to the SASP, and before the SASP donates the HMMWV to an eligible donee.** The Hold Harmless Statement must be signed by the Donee and included or attached to the Distribution Document. As a reminder, HMMWVs are controlled equipment and cannot be donated to a donee before GSA receives the required documentation.

In order to accomplish this new transfer process, only SASPs who have the ability to store HMMWVs onsite will be able to receive transfers before turning in the required documentation to GSA. SASPs that operate by direct donation will need to provide the Application Letter prior to the SRD, and the CGBD and CTD prior to donee pick-up from the DLA site as in Scenario One. SASPs who operate by direction donation may seek arrangements with SASPs who maintain onsite storage facilities so they may pursue Scenario Two.

The new transfer process for HMMWVs with no direct donee requests is as follows:

Days From Excess Release Date	Process Step
1 - 21	SASP has potential done
1 - 21	SASP requests HMMWV in GSAXcess. See Attachment 2
22 - 27	GSA allocates HMMWV
22 - 27	SASP electronically signs allocation
22 - 29	GSA requisitions HMMWV

22 - 42	SASP picks up HMMWV
<b>Within 6 months of Transfer Date</b>	Donee views HMMWV
<b>Within 6 months of Transfer Date</b>	Donee prepares Hold Harmless Statement, Application Letter, CGBD, and CTD
<b>Within 6 months of Transfer Date</b>	SASP provides GSA with the Application Letter, CGBD, and CTD. SASP includes/attaches Hold Harmless Statement to the SASP's Distribution Document
<b>After GSA has received, reviewed, and accepted all of the required documentation</b>	Upon GSA's acceptance of the required documentation, GSA provides SASP permission to release HMMWV to donee and SASP will attach GSA's release statement to distribution document
<b>6 Months Post Transfer Date</b>	SASP must consult with GSA for any HMMWVs not donated

SASPs with no direct donee requests must send the required documentation to GSA's Centers of Expertise for Eligibility and Compliance as follows:

<b>Location of SASP</b>	<b>Where to send completed documentation</b>
Eastern States and Territories	Center of Expertise: Mid-Atlantic Zone (Philadelphia, PA) POC: joe.hvorecky@gsa.gov Tel #: 215-266-4505
Western States and Territories	Center of Expertise: Southwest Central Zone (Fort Worth, TX) POC: lori.marrs@gsa.gov Tel #: 817-850-8148

The Centers of Expertise will periodically follow-up with the SASPs to ensure the required documentation is fully completed on time. If the documentation has not been received by GSA within six (6) months after the transfer date, then the Center of Expertise may extend the six (6) month period on a case-by-case basis.

#### **Additional Clarification for All HMMWV Donations:**

GSA would also like to issue two additional clarifications with respect to the HMMWV transfer process. After conducting market research, GSA has determined the Fair Market Value (FMV) for the purpose of the CTD to be \$11,000. Please use this value for the CTD. Additionally, if there are multiple HMMWVs on one line item, the SASP must request each individual HMMWV on a separate SF 123 or one at a time in GSAXcess.

Please contact Cynthia Gardiner if you have any questions regarding this revised policy. She can be reached at [cynthia.gardiner@gsa.gov](mailto:cynthia.gardiner@gsa.gov) or 703-605-2758.

3 Attachments

## Attachment 1

### HMMWVs Scenario One: Immediate Donation via Donee Pick-up

This attachment outlines the process for requesting a HMMWV if the donee is picking it up from a DLA Site.

Please note if there are multiple HMMWVs on one line item, the SASP must request each individual HMMWV on a separate SF 123 or one at a time in GSAXcess.

#### Step 1:

Once the SASP has a known donee and determines it wants a particular HMMWV, click the “Add To Cart” button.

The screenshot shows the GSAXcess web application interface. At the top, there is a navigation bar with buttons: "Add To Cart" (highlighted with a red arrow), "View Cart(0)", and "Checkout". On the right side of the navigation bar are buttons: "Back", "Print", and "Help". The main content area is divided into two columns. The left column contains the "Item Information" section, which includes fields for Item Control Number (W22PEQ70370904), Item Name (TRUCK, UTILITY), Item Description (W22PEQ70370904 4WD DRIVE WHEEL QUANTITY: 4, DRIVE AXLE LOCATION: REAR, DRIVE AXLE LOCATION: FRONT, SPECIAL FEATURES: CARGO / TROOP CARRIER, 1-1/4 TON, 4X4 WVE (HMMWV), DRMO NAME: DLA DS KNOX, MILEAGE: 24755, FUEL TYPE: DIESEL), IFSC National Stock Number (2320 0110F7155), Quantity Available (1 EACH), Original Unit Acquisition Cost (\$41,001.00), Total Acquisition Cost (\$41,001.00), Agency Number (9715 - Defense Logistics Agency), Fair Market Value, Condition (Reparable), Make/Manufacturer's Name, Part Number, Model, Date of Manufacture, Hazardous, and Demilitarization (No Export Controls Only). The right column contains the "Item Photos" section, which displays a large photo of a yellow HMMWV and two smaller thumbnail photos below it. The "Item Location" section shows the DLA DS Knox address (Bldg 9244 Carpenter Test Road, Mableton, KY 40155). The "Point of Contact" section lists the Reporting Agency (DLA DS Knox), Name (CARL DAKIN), Phone (502-426-3763), Fax (502-426-3760), Email (CDK15KnoxDSR@DLA.MIL), and ICN Email (CDK15KnoxDSR@DLA.MIL).

#### Step 2:

View the Cart and from the Priority Situation drop down menu, select “Special Donee Request,” then click “Checkout.”



Step 3:

Send the following to GSA prior to SRD during screening days 1-21:

- Application Letter

Step 4:

Send the following to GSA prior to the deadline for removal (21 days after allocation):

- Conditional Transfer Document
- Civilian Governing Body Document

SASP includes/attaches the Hold Harmless Statement to the Distribution Document.

Step 5:

GSA approves the SF 123 once all documents are received.

Step 6:

Donee must still remove the HMMWV from the DLA site within the 21 day period after allocation.

## Attachment 2

### HMMWVs Scenario Two: Subsequent Donation via SASP Pick-up

This attachment outlines the process for requesting a HMMWV and transporting it to a SASP onsite storage facility for donees to view and then request.

Please note if there are multiple HMMWVs on one line item, the SASP must request each individual HMMWV on a separate SF 123 or one at a time in GSAXcess.

#### Step 1:

Once the SASP has a potential donee the SASP selects a HMMWV and clicks “Add to Cart.”

The screenshot shows the GSAXcess Property Data Sheet for item W22PEQ79370004. The item is a HMMWV (High Mobility Multipurpose Vehicle) with a quantity of 4. The item is currently in the 'Add to Cart' state. A red arrow points to the 'Add to Cart' button. The item details include: Item Control Number: W22PEQ79370004, Screening Ends: March 25, 2017, Item Name: TRUCK/UTILITY, Location: REAR, DRIVE AXLE LOCATION: FRONT, SPECIAL FEATURES: CARGO + TROOP CARRIER, 5-14 TON, 4X4 W/ (HMMWV) DRUG NAME: DLA DS KNOX, MILEAGE: 24750, FUEL TYPE: DIESEL, PSC National Stock Number: 2320 011077155, Quantity Available: 1, Original Unit Acquisition Cost: \$41,001.00, Total Acquisition Cost: \$41,001.00, Agency Business: 9715 - Defense Logistics Agency, Condition: Reparatable, Make/Manufacturer's Name: Hamamit, Date of Manufacture: No, and Disposal Method: Export Controls Only. The item location is DLA Site Storage Location: 8010110A2.

#### Step 2:

Under the “Priority Situation” menu, select the “HMMWV – Warehouse” option.

The screenshot shows the GSAXcess View and Update Selection Cart page. The cart contains one item: W22PEQ79370004, a HMMWV. The item is currently in the 'Add to Cart' state. A red arrow points to the 'HMMWV - Warehouse' option in the Priority Situation dropdown menu. The dropdown menu also lists other options: FL - DR 4250 Hurricane, FL - DR 4253 Matthew, GA - DR 1973 Tornadoes, GA - DR 4259 Storms, GA - DR 4284 Matthew, GA - DR 4294 Tornadoes, Haiti Relief, IL - DR 1935 Storms, IL - DR 1960 Storms, IL - DR 1991 Flooding, IN - DR 1997 Tornadoes, IN - DR 4058 Tornadoes, KY - DR 1976 Tornadoes, KY - DR 4057 Tornadoes, LA - DR 1603 Katrina, LA - DR 4050 Isaac, LA - DR 4277 Flooding, LA - Horizon Oil Spill, and MO - DR 1980 Tornadoes.

Step 3:  
Click on the “Checkout” button.

The screenshot shows the 'View and Update Selection Cart' page in the GSAXcess system. A red arrow points to the 'Checkout' button in the top left navigation area. The main content area shows a table with one item: 'W22FEQ-7027-0004'. Below the table is an 'Update Cart' button. The page also includes a 'Back' and 'Help' link in the top right.

Step 4:  
Update the Shipping Address to the SASP location where the HMMWV will be stored.

The screenshot shows the 'User Profile Screen' in the GSAXcess system. A red arrow points to the 'Shipping Address Attention' field, which is currently empty. The page shows fields for 'Activity Address Code', 'First Name', 'Phone No', 'Name', 'Email', and 'Shipping Address Attention'. The 'Shipping Address Attention' field is highlighted with a red arrow.

Step 5:  
HMMWV will be allocated and requisitioned by the SASP before a donee is determined.

Step 6:  
SASP transports the HMMWV to the onsite storage facility.

Step 7:  
Once the HMMWV is received at the onsite storage facility, the SASP populates the HMMWV Tracking Spreadsheet (Attachment 3 - Example of HMMWV Tracking Spreadsheet) columns:

- Transfer Date
- ICN
- TCN
- VIN/Serial Number
- SASP

Step 8:

Email the HMMWV Tracking Spreadsheet to the appropriate Center of Expertise:

- Joe.Hvorecky@gsa.gov (Eastern States and Territories)
- Lori.Marrs@gsa.gov (Western States and Territories)

Step 9:

SASP includes/attaches the Hold Harmless Statement to the Distribution Document.

Step 10:

The following documents must be received by the Center of Expertise prior to the HMMWV release to a donee:

- Application Letter
- Civilian Governing Body Document
- Conditional Transfer Document

Center of Expertise:

- Joe.Hvorecky@gsa.gov (Eastern States and Territories)
- Lori.Marrs@gsa.gov (Western States and Territories)

The Center of Expertise will notify the SASP that all the documents have been received, reviewed, and accepted. The Center of Expertise will authorize the release of the HMMWV.



## Attachment 3

## HMMWV TRACKING SPREADSHEET (FOR SCENARIO 2) EXAMPLE

[illegible]