

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
Within 6 months of Transfer Date	Donee views HMMWV
Within 6 months of Transfer Date	Donee prepares Hold Harmless Statement, Application Letter, CGBD, and CTD
Within 6 months of Transfer Date	SASP provides GSA with the Application Letter, CGBD, and CTD. SASP includes/attaches Hold Harmless Statement to the SASP's Distribution Document
After GSA has received, reviewed, and accepted all of the required documentation	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
6 Months Post Transfer Date	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:

Location of SASP	Where to send completed documentation
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 or 703-605-2758.

3 Attachments

Attachment 1

HMMWVs

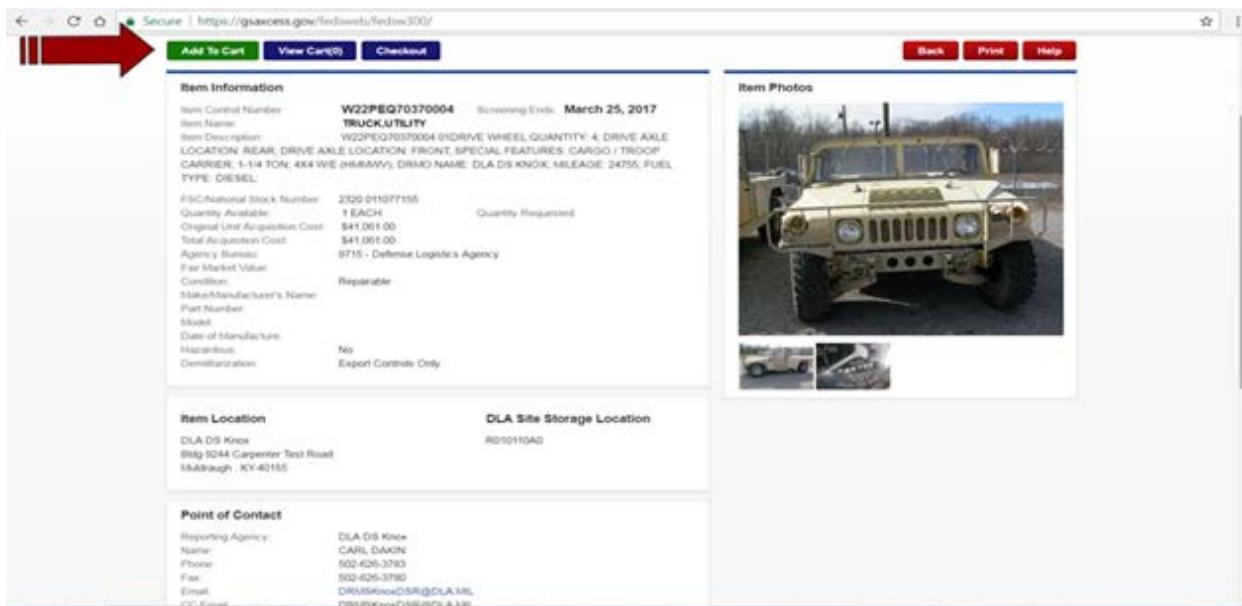
Scenario One: Immediate Donation via Donee Pick-up

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.



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Add To Cart **View Cart(0)** **Checkout**

Item Information

Item Control Number: W22PEQ70370004 Screening Ends: March 25, 2017
Item Name: TRUCK, UTILITY
Item Description: W22PEQ70370004 01DRIVE WHEEL QUANTITY: 4; DRIVE AXLE LOCATION: REAR; DRIVE AXLE: 01FRONT; SPECIAL FEATURES: CARGO; TROOP CARRIER; 1-1/4 TON; 4X4 W/E (HMMWV); DRIVD NAME: DLA DIS KNOX; MILEAGE: 24755; FUEL TYPE: DIESEL

F101C National Stock Number: 2320-01-077155
Quantity Available: 1 EACH
Original Unit Acquisition Cost: \$41,061.00
Total Acquisition Cost: \$41,061.00
Agency of Issue: 9715 - Defense Logistics Agency
Fair Market Value:
Condition: Repairable
Make/Manufacturer's Name:
Part Number:
Model:
Date of Manufacture:
Hazardous:
Demilitarization: No
Export Controls Only

Item Photos



Item Location
DLA DIS KNOX
Bldg 1044 Carpenter Test Riser
Kuadough - KY-40155

DLA Site Storage Location
R090910AD

Point of Contact

Reporting Agency:	DLA DIS KNOX
Name:	CARL DAKIN
Phone:	502-429-3783
Fax:	502-429-3780
Email:	DRIVEHMMWVDSR@DLA.MIL
CC Email:	DRIVEHMMWVDSR@DLA.MIL

Step 2:

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

The screenshot shows the GSAXcess website with a red arrow pointing from the 'Checkout' button to the 'Update Cart' button. Another red arrow points from the 'Priority Situation' dropdown menu to the 'Special Donee Harmless' option.

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

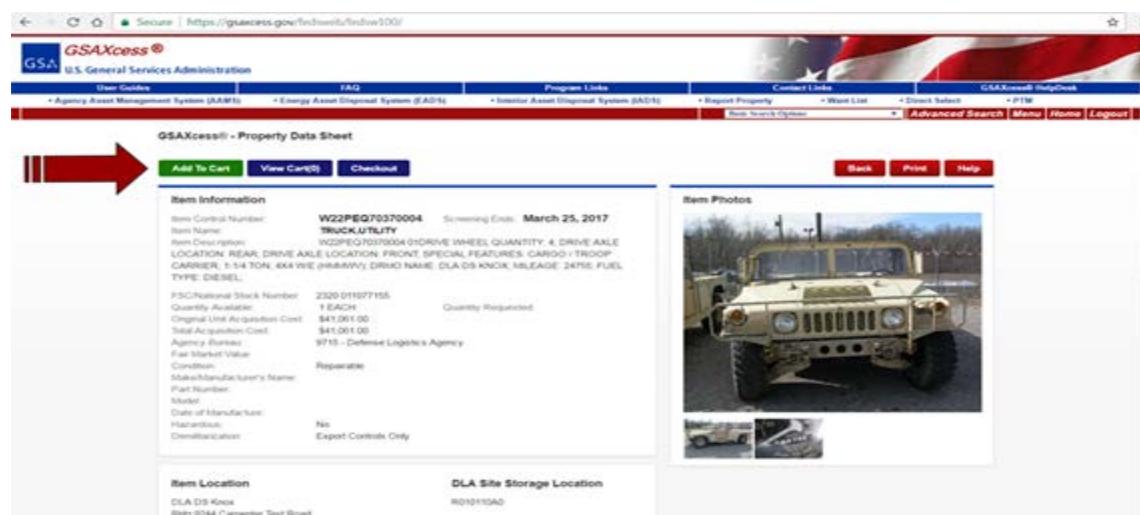
HMMWVs Scenario Two: Subsequent Donation via SASP Pick-up

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."



GSAXcess® U.S. General Services Administration

Item Information

Item Control Number: W22PEQ70370004 Screening Date: March 25, 2017

Item Name: TRUCK, UTILITY

Item Description: W22PEQ70370004 01DRIVE WHEEL QUANTITY: 4, DRIVE AXLE QUANTITY: 1, REAR, DRIVE AXLE LOCATION: FRONT, SPECIAL FEATURES: CARGO / TROOP CARRIER, 1-1/4 TON, 4X4 W/E (HMMWV), DRIVG NAME: DLA D8 KNOX, MILEAGE: 24755, FUEL: TYPE: DIESEL

Item Location: DLA D8 Knox

DLA Site Storage Location: R010105AD

Item Photos



Add To Cart View Cart(s) Checkout Back Print Help

Step 2:

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



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View and Update Selection Cart

There are 1 items (ICN) in your cart.

Update Cart

Priority Situation: **HMMWV - Warehouse**

Select	Item Control Number	Activity	Surplus Release Date	Reimbursable	Quantity Available	Quantity Requested by others	Quantity Selected	Priority Situation	Item Name or Error Message
<input checked="" type="checkbox"/>	W22PEQ-7037-0004	02344	03-25-2017		1		1	HMMWV - Warehouse	TRUCK, UTILITY

Exact Phrase Advanced Search

Back Help

Page: 1

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Step 3:
Click on the “Checkout” button.



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Exact Phrase

There are 1 items (ICNs) in your cart

View and Update Selection Cart

You may update your cart, checkout or continue selecting

Select	Item Control Number	Activity	Surplus Release Date	Reimbursable	Quantity Available	Quantity Requested by others	Quantity Selected	Firearm Controlled Property? (Check if Controlled)	Priority Situation	Item Name or Error Message
<input type="checkbox"/>	W22P0Q-7037-0004	W22A	08/27/2014		1		1		HMMWV - Warehouse	RELOCATION

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



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Exact Phrase

User Profile Screen

Activity Address Code: 4742F1

First Name: JAMES Middle Initial: M Last Name: PAGE

Phone No: 904 - 904 - 5601 Ext:

***** AGENCY APPROVAL *****

Name: NANCY MOSES

Email: NANCY.MOSES@GSA.GOV

Agency Bureau: 4742

Shipping Address Attention:

Address Line 1: FLORIDA BUREAU OF FEDERAL PROPERTY
Address Line 2: ASSISTANCE
Address Line 3: 14201 US HWY 301 SOUTH
Address Line 4: STARKE FL 32091

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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