**THE INFORMATION TECHNOLOGY (IT) DISPOSAL PROJECT**

You are newly placed into the role of a personal property specialist at your executive agency. Your supervisor assigns you “Project Apple” involving the disposal of approximately $1.2M worth of excess IT equipment. Included with the project are several desirable outcomes by your Regional Administrator. Project Apple requires you to consider the optimal disposal methods for the following 5 project elements:

1) Your RA’s request to have 300 excess computers given to a local grade school; in addition, your RA’s desire to have the tables and chairs given to the local grade school as well since in your RA’s perspective, “it only makes sense” to have a complete “computer station” given to the young children;

2) Your RA’s request to have 200 excess computers given to a local college;

3) Your recognition that 150 additional computers could be refurbished and placed with a local grade school as well;

4) Your realization that the remaining balance of excess IT equipment seems to be in scrap condition;

5) A local public agency expressing a need for some of the scrap material for parts for some of their current IT equipment.

How would you proceed in addressing all 5 of these project elements? Given you are new to the disposal process, if you have questions about any internal documents, whose guidance would you seek? If you became aware of an internal entity to your agency in need to some the functional IT excess equipment, how would you attempt to satisfy that need?

**YOU’VE GOT A FRIEND IN GSA**

You’ve attended a training class in which you discovered the General Services Administration (GSA) can be a valued trusted advisor for personal property disposal matters. (This learning point cleared up your initial impression that GSA was Girl Scouts of America as you had your heart set on some cookies as part of the training.) As you forge ahead in your personal property management, you encounter several different situations in which you hope you can lean on GSA for assistance:

#1 – You require support in excess aircraft reporting as well as aircraft need – whom in GSA do you contact?

#2 – You have a question on aircraft disposal policy – whom in GSA do you contact?

#3 – You feel a little unsafe in your agency and would like to acquire a firearm – whom do you contact in GSA to receives firearms guidance (and perhaps counseling?)

#4 – If you reach a decision within your agency that perhaps a dog would be better than a firearm to address your co-workers’ fears, whom in GSA would you reach out to?

#5 – If you would like to dispose of or acquire a large military vessel, whom in GSA would you contact? If you’d prefer a large, fancier civilian vessel, would this same office be your guide?

#6 – If your agency’s Administrator would like to bypass the internal screening process for excess personal property, is there someone in GSA to provide such a waiver?

#7 – On the other hand, if your agency has been found deficient in its internal management of personal property assets, is there someone in GSA you can turn to for help?

#8 – If you determine your desire to replace certain property assets in your agency’s possession are on the exchange/sale prohibited list per FMR 102-39, whom in GSA would you contact for a possible waiver in this one instance?

#9 – If a local nonprofit educational organization reaches out to your agency in need of computers and furniture, whom in GSA would you contact for assistance?

#10 – If your agency is located in Baltimore, MD and you are having difficulty identifying an original acquisition cost for some excess equipment and a suitable fair market value if the equipment reaches the sales stage, whom within GSA would you call?

**The 7 Habits of Highly Effective Personal Property Disposal**

Feeling like a young Stephen Covey in your personal property disposal role, you subscribe heavily to the principle of “being proactive as opposed to reactive” in the execution of your duties. In demonstrating such a habit, you would like to confer with GSA on several different ideas you had on creating a more efficient, accountable and transparent personal property disposal process. What GSA office would you reach out to participate in/create an improvement team on the following personal property matters, and what do you think the key issues should be?

1 – Internal policies on personal property accountability and control

2 – Improvements to internal and external automated disposal systems

3 – Ongoing personal property disposal training opportunities

4 – Refined data analysis for determining policy changes for optimal excess disposal

5 – Timeliness and fairness of revenue sharing from the sale of surplus and exchange/sale personal property

6 – Collaboration with GSA on optimal customer service delivery

In addition to the aforementioned areas, are there other aspects of personal property disposal where you feel a more proactive approach can be taken?