



DHHS Excess Personal Property Guidance

To achieve both full compliance with the Reuse of Excess Property Act (effective October 1, 2024) and enhanced operational efficiency through cost reduction, the Department of Health and Human Services (DHHS) issues this supplementary guidance and best practices, which build upon the existing policies and guidance detailed in the Department of Health and Human Services (DHHS) Logistics Management Manual (LMM), regarding the maximum reuse of excess personal property.

Considering Excess Personal Property Before Buying New

To optimize fiscal responsibility, the Department of Health and Human Services (DHHS) mandates the utilization of excess personal property as a primary alternative to new acquisitions. Agencies are required to conduct a comprehensive assessment of available surplus assets to determine their suitability for current operational needs, prior to authorizing new purchases. This policy drives cost efficiency by:

- Eliminating unnecessary expenditures through the strategic reuse of existing resources.
- Minimizing storage and inventory management costs associated with surplus accumulation.
- Promoting resource conservation through repurposing and recycling initiatives.

Evaluating Suitability of Excess Personal Property

To ensure responsible and cost-effective utilization of property, a thorough evaluation is required. This evaluation should encompass the following key areas:

- 1. Specification and Feature Analysis:**
 - Meticulously review the property description for detailed specifications, features, and intended functionality.
- 2. Condition Assessment:**
 - Scrutinize the provided condition code to ascertain the property's overall state.
- 3. Documentation Verification:**
 - Confirm the availability and validity of relevant documentation, including maintenance records, usage history, and any associated certifications.
- 4. Physical Inspection and Functional Testing:**
 - Conduct a comprehensive physical inspection, encompassing visual assessment for damage, wear, and missing components.
 - Execute functional testing to validate operational performance and adherence to required standards.
- 5. Operational Compatibility and Resource Evaluation:**
 - Determine the property's compatibility with current operational requirements and assess its suitability for intended applications.
 - Evaluate the availability of internal resources for storage, maintenance, and ongoing management.
- 6. Financial Analysis:**
 - Perform a detailed cost analysis, incorporating repair and transportation expenses, to facilitate a comprehensive comparison with the acquisition cost of new property.
 - Strictly adhere to the principle that the total cost of acquiring excess property must not exceed the cost of purchasing new property.
- 7. Hazard Identification and Regulatory Compliance:**
 - Identify and assess any potential hazards associated with the property.
 - Ensure strict compliance with all applicable environmental and safety regulations.

Utilization Procedures

To ensure responsible stewardship of federal funds, Department of Health and Human Services (DHHS) agencies are required to maximize the utilization of all property until it is no longer functional or needed. When an agency determines an item is no longer required for its operations, it must coordinate with the DHHS Personal Property Management and Policy

(PPMP) office to facilitate internal redistribution within DHHS, thereby optimizing resource allocation.

Following internal offering, if the property remains unutilized, the agency's Property Management or Accountability Officer (PMO/PAO) is obligated to report the excess/surplus personal property through the General Services Administration's (GSA) Personal Property Management System (PPMS) at <http://www.ppms.gov/>. This action makes the property available for acquisition by other federal agencies, nonfederal recipients sponsored by federal agencies, and surplus customers, including state and local government agencies, and nonprofit organizations engaged in educational and public health activities.

Acquiring Excess Personal Property

Acquisition of Excess Personal Property via GSA PPMS:

- Department of Health and Human Services (DHHS) agencies are authorized to utilize the General Services Administration (GSA) Personal Property Management System (PPMS) at <http://www.ppms.gov/> for the acquisition of excess personal property.
- The use of PPMS for the sale of surplus property is permissible when deemed to be in the best interest of the government and in accordance with applicable contract terms and conditions.
- DHHS employees seeking access to the PPMS website must submit a PPMS Use ID Request Form to their designated National Utilization Officer.

Accessing the Program Support Center (PSC) Marketplace for Furniture and Office Supplies (National Capital Region):

- DHHS agencies operating within the National Capital Region (NCR) can access the online "Marketplace" catalog, facilitated by PSC Personal Property Disposal Services, at <https://www.catalogmachine.com/psc/catalogs/psc-catalog-1.html?preview=true>.
- This Marketplace offers a selection of furniture items, including cabinets, chairs, desks, and tables, as well as various office supplies, available to agencies at no cost.

- The DHHS PSC Personal Property Disposal Services Marketplace is accessible from 9:00 AM to 2:00 PM, Monday through Friday, excluding federal holidays.

Roles and Responsibilities

Reference DHHS LMM: Accountability and Management of HHS Equipment and Other Accountable Property - United States Department of Health and Human Services.

Contact Us

For inquiries related to Personal Property, please contact DHS Personal Property Management and Policy at (202) 650-7552 or PSCLogisticsPolicy@psc.hhs.gov