



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

April 8, 2010

IOWA INSTRUCTION 120-390 – PROCEDURES FOR SELLING VEHICLES ON-SITE

Part 390.0 PURPOSE

To provide instructions on disposal of vehicles through the General Services Administration (GSA) auction website.

Part 390.1 SCOPE

These instructions will be followed by all NRCS employees who are responsible for vehicles.

Part 390.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-390 First Edition – April 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-390 – PROCEDURES FOR SELLING VEHICLES ON-SITE

1. PURPOSE:

To provide instructions on disposal of vehicles through the General Services Administration (GSA) auction website.

2. ROLES AND RESPONSIBILITIES:

Field office and State Office personnel need to be aware of the process to follow in order to sell a vehicle on-site using the online auction service.

3. PROCESS:

To prepare for sale:

1. State Office representative notifies the respective field office representatives of vehicles selected to be sold online.
2. The field office representative completes Attachment A, Online GSA Vehicle Auction Checklist, and forwards it along with the required pictures to the State Office Contracting Staff.
3. State Office Contracting Staff receives completed form from field office, and fills out SF126, Report of Personal Property for Sale. The accountable property officer will sign each SF126 in block 15 certifying that; "Utilization and Donation Screening Requirements are completed. Property is available for sale."
4. State Office Contracting Staff sends the SF126 to GSA via fax, 816-823-3701, Attn: Tim Gosnell, or email at tim.gosnell@gsa.gov.
5. State Office Contracting Staff contacts Tim Gosnell at 816-823-3641, to ensure receipt of SF126, gets approval to email associated pictures of vehicles to him, and verifies date vehicle will be on auction website. (Note: pictures must be .jpg and reduced in size to email.)
6. State Office Contracting Staff monitors GSA auctions website, www.gsaauctions.gov, for vehicles.

Once vehicle is sold:

1. The winning bidder will receive an email with the Purchaser's Receipt and Authority to Release Property attached. The winning bidder will contact the field office to schedule pickup. The instructions attached to the Purchaser's Receipt and Authority to Release Property shall be followed.
2. The District Conservationist or Resource Conservationist will be responsible for the removal of all agency identification from the vehicle including, but not limited to, license plates and fleet card. The fleet card shall be retained until the replacement vehicle's fleet card has been delivered then it shall be forwarded to the State Office Contracting Staff. The license plates shall be sent to the State Office Contracting Staff after release of vehicle.
3. After the winning bidder has removed the vehicle and signed the Purchaser's Receipt and Authority to Release Property, one copy will be given to the purchaser and one copy will be forwarded to the State Office Contracting Staff for filing.
4. The State Office Contracting Staff will be responsible for faxing a signed copy of the Purchaser's Receipt and Authority to Release Property to 816-823-3701, Attn: Contracting Officer listed on the instruction sheet.
5. After the signed Purchaser's Receipt and Authority to Release Property is received at the State Office the Contracting Staff will update the related databases, delete vehicle in PROP, delete Fleet

Card, and delete off of the statewide vehicle spreadsheet. The dates each of those items is completed will be recorded on the front of the vehicle's folder.

6. The State Office Contracting Staff will file the sold vehicle's folder in the historical vehicle sold file.

There is no title available as it was a federal government vehicle. GSA will forward an SF97, U.S. Government Certificate to Obtain Title to a Vehicle, to the winning bidder.

If the winning bidder has any other questions they may be directed to the GSA Contracting Officer listed on the Purchaser's Receipt and Authority to Release Property.

Approved By:

Date: April 9, 2010

/s/ Richard Sims
State Conservationist
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