

## **#14-2 Dispose Non-revitalized, Surplus Contract Government Property via Sale Worksheet**

### **Introduction**

Once surplus contract property has completed screening in accordance with 45.602-3(a), the Plant Clearance Officer (PLCO) may direct contractors to perform sales of the surplus property. An Industrial Property Clearance Specialist (IPCS) may assist a PLCO, but only a PLCO, i.e. an officer for the government, can conduct a sale. The PLCO should determine the best value sales approach (formal or informal) to include due consideration for costs, risks, and benefits (e.g., potential sales proceeds.) in accordance with DFARS PGI 245.6. The PLCO may send a notice of proposed surplus sale to FedBizOpps.

### **Objective**

This job aid worksheet was designed to help PLCOs understand the three sale types (informal, formal, and negotiated sales) used to dispose surplus government property and choose the appropriate required documentation for each sale. This worksheet includes an explanation of sale type, associated required documentation (Standard Form) SF97, Defense Logistics Agency (DLA) Form 1822, Defense Department (DD) Form 1149, DD Form 1641), and examples of sales.

### **References**

Use the following references when performing this process:

- FAR 45.604
- DFARS 245.604
- FMR 102.38
- Agency procedural guidance

Type of Sale		Required Documentation
<b>Competitive Sale</b>	<b>Formal Sale</b>	<ul style="list-style-type: none"> <li>• Approved contractors' IFB (Invitation for Bid)</li> <li>• Witness signature/non-availability of functional specialist to witness bid opening</li> <li>• Abstract of bids from the contractor</li> <li>• Document the award decision and provide instructions for remittance of proceeds</li> <li>• <b>DD Form 1131</b> (payment via check) or <b>DFAS Columbus Form 6355</b> (payment via <a href="http://www.pay.gov">www.pay.gov</a>)</li> <li>• <b>DD1149</b> Requisition and Invoice/Shipping Document</li> <li>• <b>SF97</b> is required when a motor vehicle is sold.</li> <li>• <b>End User Certificate (DLA Form 1822)</b> or the Department of State Registration Letter are required for Munitions List (USML) and Commerce Control List (CCL) items</li> </ul>
	<b>Informal sale</b>	<ul style="list-style-type: none"> <li>• Results of cost-benefit analysis, marketing research indicate that the amount or value of the property is not large enough to warrant preparation of formal sales</li> <li>• A list of prospective bidders</li> <li>• Create general sales terms and conditions to the contractor</li> <li>• Document the award decision and provide instructions for remittance of proceeds</li> <li>• <b>DD Form 1131</b> (payment via check) or <b>DFAS Columbus Form 6355</b> (payment via <a href="http://www.pay.gov">www.pay.gov</a>)</li> <li>• <b>DD1149</b> Requisition and Invoice/Shipping Document</li> <li>• <b>SF97</b> when a motor vehicle is sold</li> </ul>
<b>Noncompetitive Sale</b>	<b>Negotiated Sale</b>	<ul style="list-style-type: none"> <li>• <b>DD Form 1641</b> Disposal Determination Approval: The PLCO should document their determination of estimated fair market value, justification of noncompetitive sale, and final selling price</li> <li>• <b>DD Form 1131</b> (payment via check) or <b>DFAS Columbus Form 6355</b> (payment via <a href="http://www.pay.gov">www.pay.gov</a>)</li> <li>• <b>DD1149</b> Requisition and Invoice/Shipping Document</li> <li>• <b>SF97</b> when a motor vehicle is sold</li> </ul>

Forms	When to use	Formal	Informal	Negotiated sale
Standard Form 97	[Certificate of Release of a Motor Vehicle] Use for transfers, donations, and sales of motor vehicles.	•	•	•
DD Form 1149	[Requisition and Invoice Shipping Document] Use for transfer and donation of contractor inventory	•	•	•
DD Form 1348-1	[Single Line Item Release/Receipt Document] Use when authorized by the plant clearance officer.	•	•	•
DD Form 1640	[Request for Plant Clearance] Use to request plant clearance assistance or transfer plant clearance.	•	•	•
DD Form 1641	[Disposal Determination/Approval] The PLCO should use to record rationale for the following disposal determinations: a) Downgrade useable property to scrap. b) Abandonment or destruction. c) Noncompetitive sale of surplus property. d) Other disposal actions.			•
DD Form 1131	[Cash Collection Voucher] Once a contractor sends a check, the PCLO should complete the DD Form 1131 and mail the check to DFAS Columbus	•	•	•
DFAS Columbus Form 6355	Use when a contractor makes a payment using electronic methods via <a href="http://www.pay.gov">www.pay.gov</a>	•	•	•
DLA Form 1822	[End Use Certificate] Use when directed by the plant clearance officer. Use when processing the sales of Munitions List (USML) and Commerce Control List (CCL) items	•	•	•

Redacted Department of State Registration Letter if available, Or DLA Form 1822.	Use when processing the sales of Munitions List (USML) and Commerce Control List (CCL) items	•	•	•
---	---	---	---	---