

Department of Veterans Affairs
Washington, DC 20420

VA Handbook 7343.1
Transmittal Sheet
April 24, 1997

DIRECT DONATION OF INFORMATION TECHNOLOGY (IT) AND RESEARCH EQUIPMENT

1. REASON FOR ISSUE. This handbook is to be used with VA Directive 7343.1. It provides Department-wide procedures that are necessary for implementation of the policies contained in the directive.

2. SUMMARY OF CONTENTS. This handbook contains procedures to be utilized to donate excess Information Technology (IT) and research equipment directly to schools and educational institutions or nonprofit organizations for the conduct of technical and scientific education and research activities and computer education.

3. RESPONSIBLE OFFICE. Deputy Assistant Secretary for Acquisition and Materiel Management (90).

4. RELATED DIRECTIVE. VA Directive 7343.1, Direct Donation of Information Technology and Research Equipment.

5. RESCISSION. None

CERTIFIED BY:

BY DIRECTION OF THE SECRETARY
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s/

s/

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DIRECT DONATION OF INFORMATION TECHNOLOGY (IT) AND RESEARCH EQUIPMENT

1. PURPOSE. This handbook sets forth procedures to be utilized by VA to directly donate excess Federal research and computer equipment to schools, educational institutions or nonprofit organizations as provided in the Stevenson-Wydler Act and Executive Order 12999.

2. DONATIONS

a. **Procedures.** This part provides general guidance and procedures to be followed when Federal agencies donate excess IT and research equipment to non-Federal organizations.

b. **General Instructions.** Agency-specific policy and procedures governing VA excess personal property in the areas of classification, utilization, reporting, transfer, and special handling are set forth in VA Directive and Handbook 7343, Utilization of Personal Property. Congress and the Executive Office of the President have issued additional guidance to allow the direct donation of informational technology and research equipment to schools and educational institutions, or nonprofit organizations for the conduct of technical and scientific education and research and for computer education of students.

(1) Congress enacted the Stevenson-Wydler Technology Act of 1980, as amended, that allows Federal agencies to donate excess research equipment directly to non-Federal organizations. The Stevenson-Wydler Act provides, "The Director of a Laboratory, or the head of any Federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or non-profit organization for the conduct of technical and scientific education and research activities. Title of ownership shall transfer with a gift under the section."

(2) Executive Order 12999, Education Technology: Ensuring Opportunity for All Children in the Next Century, was issued to streamline the transfer of excess "educationally useful Federal equipment" to include schools, pre-kindergarten to the twelfth grade, and to community-based educational organizations. E.O. 12999 does not distinguish between minority and majority schools, and therefore, all schools meeting the definition of schools in Section 3(b) are covered. Hispanic American organizations and historically black colleges and universities that are considered community-based

educational organizations, will receive consideration for excess VA computer equipment pursuant to E.O. 12999.

(3) Employees having computer expertise are encouraged to volunteer to help connect America's classrooms to the National Information Infrastructure, assist teachers in learning to use computers to teach, and provide ongoing maintenance of and technical support for Federal equipment transferred.

3. DEFINITIONS

a. **Educationally Useful Federal Equipment.** Computers and related peripheral equipment, including telecommunications and research equipment that is appropriate for use in schools to enhance the computer (technology) education of students. It shall also include computer software where transfer of licenses is permitted.

b. **Schools.** Individual public or private educational institutions encompassing pre-kindergarten through twelfth grade, as well as public districts.

c. **Community-Based Educational Organizations.** Nonprofit entities that are engaged in collaborative projects with schools or that have education as their primary focus. Such organizations shall qualify as nonprofit educational institutions or organizations for purposes of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.

d. **Research Equipment.** Excess or surplus property appropriate for technical and scientific education and research activities.

e. **Federal Enterprise Communities (EC) and Empowerment Zones (EZ).** Communities established in the Omnibus Reconciliation Act of 1993 to create areas of self-sustaining, long-term economic development. Current EC/EZ communities are listed in Appendix A.

f. **Activity Utilization Officials.** Individuals within VA who have been granted the authority to acquire, dispose, donate, and abandon Government-owned personal property. Individuals in the following organizations are generally designated VA utilization officials:

(1) Central Office - Deputy Assistant Secretary for Administration (03).

(2) Field Activities - Chief, Acquisition and Materiel Management Service.

4. ELIGIBLE ACTIVITIES TO RECEIVE DONATIONS. Under the Direct Donation Program, all educational institutions (public and private) or nonprofit organizations that intend to use VA excess research equipment for educational purposes or the conduct of technical and scientific education and research activities, and all schools that will use excess "educationally useful Federal equipment" for the computer education

of students. They include pre-kindergarten through twelfth grade schools, colleges, and universities. Questions on the eligibility of specific organizations should be referred to the Associate Deputy Assistant Secretary for Program Management and Operations (90M) for resolution.

5. DISSEMINATION OF INFORMATION TO ELIGIBLE ACTIVITIES. VA activities shall make known their excess educationally useful equipment to eligible recipients by all practical means, including newspapers, community announcements, and the INTERNET. Activity public affairs officials may be helpful in promulgating this information. Regional Federal Executive Boards can also be utilized to facilitate the transfer of equipment to recipients. Regional Federal Executive Boards are listed in Appendix B.

6. GENERAL PRIORITY CRITERIA. The following activities will receive priority when multiple activities request the same property:

- a. Activities located in enterprise communities and empowerment zones.
- b. Activities requesting property as part of an existing collaboration with a VA organization.
- c. Pre-kindergarten, elementary and high schools, especially those with the greatest need. These include schools that serve the poorest students and schools that lack access to adequate outside resources. Examples include the following:
 - (1) Schools in areas determined by the Department of Education to be economically depressed based on the percentage of students eligible for subsidized lunch programs.
 - (2) Schools in areas determined by the Department of Education to be educationally depressed based on the students' scores on standardized test.
- d. Inner-city schools.
- e. Rural schools.
- f. Activities that emphasize mathematics, science, or technology education.
- g. All other factors being equal, the first request received.

7. RESPONSIBILITY

a. **Equipment User.** The organization that has physical custody and accountability for IT and research equipment is responsible for informing the activity utilization official of the availability of property that is no longer needed. As required, the property will be turned in to the activity utilization official. The using organization will also identify the condition code of the equipment in accordance with FPMR 101-43.4801.

b. **Activity Utilization Official.** The activity utilization official will attempt to find a use for the property within the activity. If there is no use for the property at the activity, it will be made available for use by other VA activities. After determining the property is excess to VA needs, the property may be made available for transfer under provisions of the Stevenson-Wydler Act directly to eligible recipients. Transfers pursuant to Executive Order 12999 of "educationally useful Federal equipment" would be reported as excess to GSA for donation when declared surplus. The activity utilization official is advised to report such excess property as far as possible in advance of the date the equipment becomes excess to VA so GSA may arrange direct transfers from VA to the eligible recipient(s). Should the property not be transferred, it must be reported to the General Services Administration (GSA) in accordance with FPMR 101-43.

c. **Recipient.** The recipient will be responsible for making their needs known to VA activities. They will be responsible for reasonable packing and transportation costs incurred with the transfer of the property. Recipient activities should remove the property from the VA holding area within 14 days of notification that the property is available for pickup and removal.

d. **Managers.** Working under the guidelines of existing programs, such as Partners-In-Education and Adopt-A-School program, managers should be encouraged to allow employees flexibility for changes in work schedules to allow them to engage in volunteer activities to facilitate the re-installation as well as training in the maintenance and use of the transferred equipment.

8. **PROCEDURES FOR TRANSFER PROGRAM**

a. The following procedures will be followed when transferring property under the authority of the Stevenson-Wydler Act and Executive Order 12999:

(1) Eligible recipients will submit a completed Standard Form (SF) 122, Transfer Order Excess Property, to the Activity Utilization Official. A "Certification Statement" will be attached to the SF-122 containing the signature of the appropriate official from the eligible recipient stating: "We hereby acknowledge that the property identified herein is accepted **AS IS**, without warranty, and certify that it will be used solely for educational purposes or for the conduct of technical and scientific education and research activities. We hereby release and agree to hold harmless the Federal Government, the VA, its employees, and persons acting on behalf of VA from any and all liability of every kind and nature whatsoever resulting from the shipment, handling, installation, use and maintenance of the property after we physically remove the property from the VA."

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(2) The recipient will remove property from the VA holding activity within 14 days of notification that the property is available for pickup and removal.

(3) If transfer is initially to be made to a third party, nonprofit reuse, or recycling program, the recipient will provide authorization and appropriate directions to VA activity utilization official.

b. The Activity Utilization Official will:

(1) Protect and safeguard educationally useful Federal equipment and research equipment so that it can be recycled and/or transferred to eligible recipients.

(2) Sign the SF-122 and approve the direct transfer of VA excess research equipment to eligible recipients.

(3) Report excess "educationally useful Federal equipment" to GSA.

(4) Notify the recipient that the transfer has been approved and advise when the property is available for pickup and removal. Notification may be accomplished by telephone or any appropriate means.

(5) Provide GSA regional office with a copy of the completed SF-122.

(6) Provide a copy of the completed SF-122 to the Associate Deputy Assistant Secretary for Program Management and Operations (90M), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420. Insure the following data is provided with the SF-122: Recipient's name, address, type of organization, original acquisition cost of the property transferred, quantity, and type of property transferred (including Federal Supply Classification Group).

c. The Associate Deputy Assistant Secretary for Program Management and Operations (90M) will:

(1) Resolve any issues that may arise in implementing the direct donation of IT and research equipment, including eligibility of recipients and definition of educationally useful Federal equipment.

(2) Consolidate and report to GSA and other appropriate organizations all agency donations made under the authority of the Stevenson-Wydler Act and Executive Order 12999.

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Appendix A

FEDERAL EMPOWERMENT ZONES AND ENTERPRISE COMMUNITIES

1. The Urban Empowerment Zones are:

California:	Los Angeles and Oakland
Georgia:	Atlanta
Illinois:	Chicago
Maryland:	Baltimore
Massachusetts:	Boston
Michigan:	Detroit
Missouri/Kansas:	Kansas City and Kansas City
New York:	Harlem and Bronx
Ohio:	Cleveland
Pennsylvania/New Jersey:	Philadelphia and Camden
Texas:	Houston

2. The Rural Empowerment Zones are:

Kentucky:	Kentucky Highlands
Mississippi:	Mid-Delta
Texas:	Rio Grande Valley

3. The Enterprise Communities are:

Alabama:	Birmingham
Arizona:	Phoenix
Arkansas:	Pulaski County
California:	Los Angeles, Huntington Park, San Diego, San Francisco, Bayview and Hunter's Point

Colorado:	Denver
Connecticut:	Bridgeport and New Haven
Delaware	Wilmington
District of Columbia:	Washington
Florida:	Tampa, Miami and Dade County
Georgia:	Albany
Illinois:	East St. Louis, and Springfield
Indiana:	Indianapolis
Iowa:	Des Moines
Kentucky:	Louisville
Louisiana:	New Orleans, Quachita and Parish
Massachusetts:	Lowell and Springfield
Michigan:	Flint and Muskegon
Minnesota:	Minneapolis and St. Paul
Mississippi:	Jackson
Missouri:	St. Louis
Nebraska:	Omaha
Nevada:	Clarke County and Las Vegas
New Hampshire:	Manchester
New Jersey:	Newark
New Mexico:	Albuquerque
New York:	Albany, Schenectedy, Troy, Buffalo, Newburgh, Kingston and Rochester
North Carolina:	Charlotte
Ohio:	Akron and Columbus
Oklahoma:	Oklahoma City
Oregon:	Portland
Pennsylvania:	Harrisburg and Pittsburgh
Rhode Island:	Providence
South Carolina:	Charleston
Tennessee:	Memphis and Nashville
Texas:	Dallas, El Paso, San Antonio and Waco
Utah:	Ogden
Vermont:	Burlington
Virginia:	Norfolk
Washington:	Seattle and Tacoma

West Virginia:	Huntington
Wisconsin:	Milwaukee

4. The Rural Enterprise Communities are:

Alabama:	Chambers, Greene; and Sumter Counties
Arizona:	Arizona Border
Arkansas:	East Central and Mississippi County
California:	Imperial County and Watsonville
Florida:	Jackson County
Georgia:	Central Savannah, Crisp, and Dooley Counties
Louisiana	Northeast Delta and Macon Ridge
Michigan:	Five Cap
Mississippi:	North Delta
Missouri:	East Prairie
New Mexico:	Mora, Rio Arriba, and Taos Counties
	Halifax, Edgecombe, Wilson, and Robeson Counties
	Greater Portsmouth Ohio:
Oklahoma:	Choctaw and McCurtain Counties
Oregon:	Josephine
Pennsylvania:	Lock Haven
South Dakota:	Beadle and Spink Counties
South Carolina:	Williamsburg County
Tennessee:	Fayette and Haywood Counties
Tennessee/Kentucky:	Scott, and McCreary Counties
Virginia:	Accomack
Washington:	Lower Yakima
West Virginia:	West Central, and McDowell

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**FEDERAL EXECUTIVE BOARDS
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