



**Homeland  
Security**

## **FACT SHEET: Reuse Excess Property Act - Internal Guidance**

**March 2025**

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### **Overview:**

The Reuse Excess Property Act mandates that executive agencies develop and publicly share internal guidance on the use of excess personal property. This guidance aims to promote the reutilization of assets to meet agency needs efficiently and cost-effectively.

### **Key Provisions identified in the Department of Homeland Security (DHS), Personal Property Management Manual (PPAMM) 119-03-001-01:**

#### **Requirement to Consider Excess Personal Property Before Buying New:**

DHS policy promotes the reutilization and repurposing of assets. Components must use caution when referring to personal property assets as ‘excess’ or ‘surplus’ to avoid disqualifying any General Service Administration (GSA) disposal program until all options are exhausted. Personal Property that is no longer required by a Component may be referred to as excess to the Component. It is not declared excess to DHS until it has been fully screened through the GSA Personal Property Management System (PPMS) at this link <https://ppms.gov>, and it has not been designated for exchange/sale.

**Recommended Reference:** 41 CFR § 102-36 “Disposition of excess personal property”

#### **Practicability of Checking for and Obtaining Excess Personal Property:**

DHS personnel acquire personal property assets through various methods, including transfer, purchase order, purchase cards, leasing, forfeitures, donation, and trade-in. When acquiring property, personnel must consider the method most advantageous to DHS and the taxpayer. Government regulations mandate that federal agencies consider acquiring excess personal property first before purchasing new items, and GSA is the agency with the regulatory responsibility to manage this process. The first source of supply for fulfilling a property request is to use existing property inventory.

Components ensure compliance with all requirements set forth in the DHS Acquisition Manual, Federal Acquisition Regulation, and all other applicable law and regulations to justify and obtain approval, as applicable, for all acquisitions of personal property via any method. For example, excess personal property may be available from other DHS Components or other federal

agencies at little cost to the Component, other than transportation costs. However, availability and low cost, in and of themselves, are not sufficient justifications for acquiring personal property.

### **Evaluation of the Suitability of Excess Personal Property for Use:**

Components conduct periodic assessments of personal property assets to maintain accurate and up to date records of asset location, condition, and need.

DHS is committed to the repurposing and reutilization of personal property assets throughout the Department. When assets cannot be used internally, DHS extends its commitment to helping reduce government costs and waste by making excess property available government wide. In the same way, DHS makes every effort to seek out excess assets as the first source of supply to fulfill current and future needs during procurement planning. Reutilizing excess assets saves money and resources, and in most instances only handling and transportation costs are incurred. DHS is uniquely structured to realize the benefits of an aggressive reutilization program through a network of personal property asset professionals.

A balanced approach is established at the Component level as to what combination of disposal methods supports the sustainability of their asset management program. This is especially true when determining whether to direct transfer excess property as non-reimbursable versus reimbursable, or to utilize the exchange/sale authority.

Component personal property asset management programs contain procedures to ensure that the disposal program applied to DHS assets is in the best interests of the Component mission, the Department, and the Federal Government.

**Recommended References:** 41 CFR § 102-36, “Disposition of Personal Property”; GSA “Personal Property Disposal Guide”; DHS Directive 025-01, “Sustainable Practices for Environmental, Energy and Transportation Management”.

### **Roles and Responsibilities:**

The National Utilization Officer (NUO) is the primary federal employee within each Component, designated in writing by the Property Management Officer (PMO), who coordinates with GSA and other NUOs to manage underutilized and excess personal property assets.

For additional detail, reference 2.2 “Roles and Responsibilities”, Personal Property Management Manual (PPAMM) 119-03-001-01.

### **Updates:**

Each executive agency must submit updates to the Administrator of General Services and update the internal guidance on their website as necessary.

### **Contact Information:**

For inquiries related to Personal Property, please contact the DHS Personal Property Office at [DHS.PersonalProperty.HQ@hq.dhs.gov](mailto:DHS.PersonalProperty.HQ@hq.dhs.gov)

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This FACT sheet is intended for public sharing on DHS Connect to ensure transparency and compliance with the Reuse Excess Property Act.