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**FEDERAL SURPLUS PERSONAL PROPERTY
FOR
PUBLIC AIRPORT PURPOSES**



FEDERAL AVIATION AGENCY

**Federal Surplus Personal Property
for
Public Airport Purposes**



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**AIRPORTS SERVICE
Federal Aviation Agency**

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CHAPTER 1. PURPOSE AND AUTHORITY

1. PURPOSE.

This circular outlines governing policies and uniform procedures to be followed by the various state and local agencies in making application for and acquiring available surplus personal property for public airport purposes. This property is the type required for the operation, maintenance, enlargement, improvement or protection of a public airport.

2. LEGISLATIVE AUTHORITY.

The Federal Property and Administrative Services Act of 1949, as amended, (Public Law 152, 81st Congress) vests in the General Services Administrator responsibility for supervising and directing the disposal of personal property which becomes surplus to the needs of the Government. One of the authorized means of disposal is by donation of such property for use in the states. That act continues in existence section 13(g) of the Surplus Property Act of 1944, as amended, identified as Public Law 289, 80th Congress. Section 13(g) provides that any disposal agency designated pursuant to this Act may, with the approval of the Administrator, convey or dispose of to any state, political subdivision, municipality, or tax-supported institution, without monetary consideration to the United States, but subject to the terms, conditions, reservations and restrictions hereinafter provided for, all of the right, title and interest of the United States in and to any surplus personal property which, in the determination of the Administrator of the Federal Aviation Agency, is essential, suitable, or desirable for the development, improvement, operation or maintenance of a public airport as defined in the Federal Airport Act (60 Stat. 170) or reasonably necessary to fulfill the immediate and foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from nonaviation businesses at a public airport.

Surplus personal property may be transferred for public airport purposes pursuant to Public Law 289, only upon the following terms and conditions: (a) the property transferred shall not be used, sold, salvaged or disposed of for other than airport purposes

without the written consent of the Federal Aviation Agency; (b) the property transferred shall be kept in good repair; (c) the property transferred shall be used for airport purposes; and (d) the property conveyed will, at the option of the United States, revert to the United States in its then existing condition if all of the aforesaid terms are not met, observed or complied with.

CHAPTER 2. SURPLUS PERSONAL PROPERTY DECLARATION PROCESS

3. DECLARATION AS EXCESS TO NEEDS OF OWNING AGENCY.

Agencies and departments of the Federal Government from time to time find that they own more personal property than they require. This may occur because of a change in their program requirements, replacement of equipment in use or a reduction in their operations.

When a Federal agency determines that it has no further need for property under its jurisdiction, that agency reports that such property is excess to its needs. Other agencies and departments of the Government are screened to determine whether any of such agencies has a need for the property. Any excess property for which a Government agency or department determines it has a need, is transferred to such agency upon request.

4. DECLARATION AS SURPLUS.

Excess personal property is divided into two categories—“*Reported*” and “*Nonreported*.”

Reported personal property is excess property that must be formally reported to the General Services Administration for screening among other Federal agencies and departments. It is personal property of the type or category which, because of its monetary value, location, condition, transportability, etc., has high utilization potential by another Federal agency.

Nonreported personal property is excess property that is not formally reported to the General Services Administration for utilization screening. It is personal property of the type or category which, because of its specialized nature, low monetary value, condition, transportability, etc., has limited utilization potential by another Federal agency.

As a general rule, approximately 60 days are utilized by the various Federal agencies and departments for screening *Reported* excess property and 15 days for screening *Nonreported* excess property.

Excess property for which no Government agency or department has a need is determined by the Administrator of the General Services Administration to be surplus property and is thereafter available for disposal outside the Federal Government.

CHAPTER 3. TYPES AND AVAILABILITY OF PROPERTY

5. TYPES REQUIRED FOR PUBLIC AIRPORT PURPOSES.

A wide range of personal property becomes surplus and the following are examples of the types which may be required for public airports:

sweepers	snow plows	wind tees
rollers	fire trucks	segmented circles
mowers	crash trucks	wind direction indicators
concrete mixers	beacons	cable
asphalt kettles	runway, taxiway and apron lighting fixtures and equipment	arresting barriers
air compressors		blast fences
rakes		T-hangars
blitzers	approach lights	boundary markers
dump trucks	boundary lights	signal lamps
trucks	wind cones	fire-crash equipment
tractors	wind socks	mobile steps
jeeps	tetrahedrons	low frequency radio equipment

6. PERIOD OF AVAILABILITY FOR DONATION.

People who deal in the types of property listed in Par. 5 are aware that the demand is great and the competition to obtain it is very keen. To have an effective program, it is essential that the representatives of the aviation agencies maintain an aggressive, active and continuous screening program in order to be aware at all times of the location of property being processed toward surplus status and to determine the date on which such property is to become surplus. The date after which personal property becomes surplus to the needs of the Federal Government is referred to as the *Automatic Release Date* (ARD). Application for such property must be made within fifteen (15) days after the automatic release date.

The same time limitation applies to other applicants for surplus personal property such as hospitals, schools, etc.

Surplus property will not be withdrawn from sales catalogs, brochures or other types of announcements which advertise Government property for sale, if the property was previously available for donation screening.

7. LOCATING AVAILABLE SURPLUS PERSONAL PROPERTY.

Regardless of whether the property is in the *Reported* or *Non-reported* category, it will be available for disposal at its location after it becomes surplus.

The vast majority of all surplus personal property is generated by the military establishments. The surplus personal property at the military installations is under the jurisdiction of a *Property Disposal Officer* (PDO). Since other eligible organizations are in need of the same property, it is essential that the PDO be visited at periodic intervals, or at such times as might be satisfactory to the PDO, to ascertain what items of personal property are or will become available as surplus.

Since all personal property is offered on an "*as is, where is*" basis, with no warranties expressed or implied, it is strongly recommended that all property be inspected prior to making application.

8. EXCESS PROPERTY CATALOG.

In order to assist state and municipal agency representatives, each FAA *District Airport Engineer* (DAE) (*See* appendix 2) will have available an *Excess Property Catalog* published periodically by the General Services Administration. The catalog describes the reported excess personal property currently being offered for transfer to Federal agencies. It is likely that a good portion of the serviceable property listed in the catalog will be utilized by the various Federal agencies.

The condition of the property, as of the date it is made available for redistribution as excess property, is designated by applicable condition coding. Appendix 5 lists the codes and their meanings.

9. PERSONS AUTHORIZED TO SCREEN PROPERTY.

A specifically designated and limited number of persons representing state and municipal aeronautical organizations and public airport owners in the screening of surplus personal property at the various military and other Federal Government establishments should be qualified by background and experience to screen and evaluate the types of personal property required for public airport

development, improvement, operation and maintenance. At some military installations the representatives will have to be adequately identified and given appropriate clearance to gain entrance into the facility for purposes of screening and inspecting the surplus property. The DAE will assist in obtaining such clearance, if necessary.

It is incumbent upon these representatives to become acquainted with the PDOs of the military installations in their area as well as the Utilization Officers in the GSA Regional Offices. The representative should also make regular periodic visits to the various disposal installations in his area in order to be aware of the property available and to be in a position to make application promptly when the property becomes surplus. In addition, state and municipal agencies should keep the DAE currently advised of their needs for items of personal property that might be obtained under this program in order to avoid possible delay in the determination of need at the time of filing applications.

CHAPTER 4. PROCEDURE FOR APPLYING FOR SURPLUS PERSONAL PROPERTY

10. APPLICATION FORM.

FAA Form 3130, Application for Donation of Surplus Personal Property, must be used when applying for surplus personal property for public airport purposes. This form will be furnished to eligible aeronautical agencies upon request to the appropriate FAA Regional Office or District Airport Engineer. (See appendix 2)

11. PREPARATION OF APPLICATION.

Immediately upon selection of the property, the applicant will notify the PDO and ask that the property be held pending receipt of the formal application.

The applicant will submit an original and five (5) copies of *FAA Form 3130* to the DAE and concurrently forward one (1) copy to the PDO. The DAE will review the application to determine if the items listed are essential, suitable, or desirable or reasonably necessary to fulfill the immediate and foreseeable future requirements of the applicant for the development, improvement, operation or maintenance of a public airport. Items not meeting these criteria will be "lined out" by the DAE with the deletion initialled by him.

The original and three (3) copies of the application, as approved by the DAE, will be forwarded to the appropriate General Services Administration Regional Office. (See appendix 3) If the application, as recommended by the DAE, is approved by the General Services Administration, one copy will be retained by GSA, one copy will be sent to the PDO, and two copies will be returned to the DAE who will retain one copy and forward the other copy to the applicant. (See appendix 4 for *Flow Chart for Processing FAA Form 3130.*)

12. PICK-UP OR SHIPPING ARRANGEMENTS.

The property applied for will be shipped or made available for pick-up in accordance with instructions furnished by the applicant upon notification of availability.

Arrangements for pick-up or shipping must be made with the PDO. Generally the holding agency will retain the property for a period not to exceed 40 days after the PDO receives an advance

copy of the application. (Copy No. 6 on Flow Chart, Appendix 4) If the certified application is not received within the 40-day period prescribed above or pick-up is not accomplished within 15 working days following notification of availability, other disposition of the property may be made by the PDO.

The direct cost incurred incident to obtaining the property including packing, preparation for shipment, loading and transportation, but not including overhead or administrative cost, shall be borne by the applicant.

Any arrangement for shipment by common carrier must be made by the applicant and a commercial bill of lading will be issued at time of shipment. It is the responsibility of the applicant to ascertain the condition of the property prior to shipment by common carrier since property cannot be rejected or returned to owning agency after delivery by common carrier.

APPENDIX 1

INSTRUCTIONS

Submit an original and 3 copies to the Federal Aviation Agency District Airport Office nearest you. Concurrently forward 1 copy to the Property Disposal Officer.

Information for entries in items 1, 5, 6, 9, and 10 should be obtained from the Property Disposal Officer having custody of the property desired. Items 11 and 12 are not to be completed by the applicant; these items will be used by the Federal Aviation Agency and the General Services Administration.

Remove This Stub Before Submitting Application

FORM APPROVED
BUDGET BUREAU NO. 94-R111

FEDERAL AVIATION AGENCY APPLICATION FOR DONATION OF SURPLUS PERSONAL PROPERTY				1. TYPE OF PROPERTY		2. DATE OF APPLICATION	
TO: General Services Administration Utilization and Disposal Service Personal Property Division St. Address: _____ City & State: _____				REPORTED			
				NONREPORTED			
4. NOTIFICATION OF PROPERTY AVAILABILITY When property is available, contact person listed below by method indicated for pick-up and shipping instructions.				Pursuant to Public Law 289, 80th Congress, and Property and Administrative Services Act of 1949, as amended, and regulations promulgated thereunder, the undersigned hereby makes application for the following described property and agrees that if such property is donated to the applicant named herein, it will (a) not be used, sold, salvaged or disposed of for other than airport purposes without the consent of the Federal Aviation Agency; (b) be kept in good repair; (c) be used for airport purposes; and (d) at the option of the United States, revert to the United States, in its then existing condition if all the aforesaid conditions are not met, observed, or complied with.			
NAME, ADDRESS, AND TELEPHONE NO. TO CONTACT		METHOD OF NOTIFICATION					
		<input type="checkbox"/> TELETYPE <input type="checkbox"/> TEL. TELEPHONE CALL <input type="checkbox"/> MAIL		7. NAME AND ADDRESS OF ELIGIBLE APPLICANT			
8. NAME AND ADDRESS OF AGENCY HOLDING PROPERTY				8. AUTHORIZED APPLICANT REPRESENTATIVE			
				NAME AND TITLE (Print or type)			
				SIGNATURE OF AUTHORIZED OFFICIAL			
9. NAME AND ADDRESS OF ORGANIZATIONAL UNIT CONTROLLING PROPERTY				9. ACTUAL LOCATION(S) OF PROPERTY (Name and address)			
10. DESCRIPTION OF PROPERTY							
LINE ITEM NO. (a)	GSA OR HOLDING AGENCY'S CONTROL NO(S). (b)	ARD (c)	COMPLETE DESCRIPTION (Including Federal Stock No. if known) (d)	COND. CODE (e)	QUANTITY AND UNIT (f)	ACQUISITION COSTS	
						UNIT (g)	TOTAL (h)
11. FEDERAL AVIATION AGENCY APPROVAL				12. GENERAL SERVICES ADMINISTRATION APPROVAL			
The surplus personal property designated herein is determined by FAA to be essential, suitable or desirable, or reasonably necessary to fulfill the immediate and/or foreseeable future requirements for the development, improvement, operation, or maintenance of a public airport, and may be released to the applicant upon receipt of this approval, and receipt from the applicant of pick-up or shipping instructions.				The surplus personal property designated herein, determined by the Federal Aviation Agency to be essential, suitable or desirable, or reasonably necessary to fulfill the immediate and/or foreseeable future requirements for the development, improvement, operation or maintenance of a public airport, may be released to the applicant upon receipt of this approval and receipt from the applicant of pick-up or shipping instructions.			
BY (Signature of Authorized Official)				BY (Signature of Authorized Official)			
TITLE		DATE		TITLE		DATE	

APPENDIX 2

Federal Aviation Agency Regional and Airport District Offices

EASTERN REGION

Chief, Airports Division, Federal Aviation Agency, Federal Building, New York International Airport, Jamaica 30, New York

Location

Area Served

District Airport Engineer
Federal Aviation Agency
2200 U. S. Custom House
Boston 9, Massachusetts

Maine
Vermont
New Hampshire
Massachusetts
Connecticut
Rhode Island

District Airport Engineer
Federal Aviation Agency
Port of New York Authority
Administration Building (No. 141)
New York International Airport
Jamaica 30, L. I., New York

New York
New Jersey

District Airport Engineer
Federal Aviation Agency
Room 204, Terminal Building
Harrisburg-York State Airport
New Cumberland, Pennsylvania

Pennsylvania

District Airport Engineer
Federal Aviation Agency
5311 Scoville Street
Baileys Crossroads, Virginia

Delaware
Maryland
Virginia
West Virginia

District Airport Engineer
Federal Aviation Agency
Room 215, New Terminal Building
4600 East 17th Avenue
Port Columbus
Columbus 19, Ohio

Ohio
Kentucky

SOUTHERN REGION

Chief, Airports Division, Federal Aviation Agency,
52 Fairlie Street, N. W., Atlanta 3, Georgia

<i>Location</i>	<i>Area Served</i>
District Airport Engineer Federal Aviation Agency Room 102 900 Peachtree Street, N.E. Atlanta 9, Georgia	Georgia Tennessee
District Airport Engineer Federal Aviation Agency 3100 Old Canton Rd. Morgan Building Jackson 5, Mississippi <i>Mail: P. O. Box 1727</i>	Alabama Mississippi
District Airport Engineer Federal Aviation Agency Room 208, FAA Weather Bureau Building Miami International Airport Miami 59, Florida <i>Mail: P. O. Box 59-2014</i>	Florida Puerto Rico Virgin Islands
District Airport Engineer Federal Aviation Agency Tull Office Building 230 North Independence Boulevard Charlotte 4, North Carolina	North Carolina South Carolina

SOUTHWEST REGION

Chief, Airports Division, Federal Aviation Agency,
P. O. Box 1689, Fort Worth 1, Texas

District Airport Engineer Federal Aviation Agency University Plaza Building 100 N. University Drive Fort Worth 7, Texas <i>Mail: P. O. Box 9540</i>	Texas
District Airport Engineer Federal Aviation Agency Room 911, Federal Building Oklahoma City, Oklahoma	Oklahoma New Mexico

<i>Location</i>	<i>Area Served</i>
District Airport Engineer Federal Aviation Agency Room 221, Administration Building Greater Shreveport Municipal Airport Shreveport, Louisiana <i>Mail: P. O. Box 9000</i>	Louisiana Arkansas

CENTRAL REGION

Chief, Airports Division, Federal Aviation Agency,
4825 Troost Avenue, Kansas City 10, Missouri

District Airport Engineer Federal Aviation Agency 2711 Federal Office Building 911 Walnut Street Kansas City 6, Missouri	Kansas Missouri
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District Airport Engineer Federal Aviation Agency 3910 South Street Lincoln 6, Nebraska	Iowa Nebraska South Dakota
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District Airport Engineer Federal Aviation Agency 622 Commerce Building 4th and Wabasha Streets St. Paul 1, Minnesota	Minnesota North Dakota Wisconsin
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District Airport Engineer Federal Aviation Agency 1104 Customs House Building 610 South Canal Street Chicago 7, Illinois	Illinois
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District Airport Engineer Federal Aviation Agency Room 526, Mutual Building 208 North Capitol Avenue Lansing 7, Michigan	Indiana Michigan
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District Airport Engineer Federal Aviation Agency Montana Building Helena, Montana <i>Mail: P. O. Box 157</i>	Montana
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WESTERN REGION

Chief, Airports Division, Federal Aviation Agency,
5651 West Manchester Avenue, Los Angeles 45, California
(*Mail: P. O. Box 90007, Airport Station*)

<i>Location</i>	<i>Area Served</i>
District Airport Engineer Federal Aviation Agency 8820 Sepulveda Boulevard Los Angeles 45, California	Southern California (South of Fresno)
District Airport Engineer Federal Aviation Agency Metropolitan Oakland Intl. Airport Oakland 14, California <i>Mail: P. O. Box 2447, Airport Station</i>	Northern California (Fresno and North)
District Airport Engineer Federal Aviation Agency Room 102, FAA Building 7300 Perimeter Road, Boeing Field Seattle 8, Washington	Washington Oregon Idaho
District Airport Engineer Federal Aviation Agency Reno Municipal Airport Second Floor, Terminal Building Room 220 Reno, Nevada	Utah Nevada
District Airport Engineer Federal Aviation Agency Peoples Bank Building, Room 202 9635 Montview Boulevard Denver 8, Colorado <i>Mail: P. O. Box 5</i>	Colorado Wyoming
District Airport Engineer Federal Aviation Agency 2873 Sky Harbor Boulevard Commerce Building No. 2 Sky Harbor Municipal Airport Phoenix 34, Arizona <i>Mail: 2800 Sky Harbor Boulevard</i>	Arizona

ALASKAN REGION

Chief, Airports Division, Federal Aviation Agency
632 Sixth Avenue, Anchorage, Alaska
(Mail: P. O. Box 440)

No District Offices

PACIFIC REGION

Chief, Airports Division, Federal Aviation Agency
Hawaiian Life Building, Kapiolani Boulevard & Piikoi Street,
Honolulu 12, Hawaii
(Mail: P. O. Box 4009)

No District Offices

APPENDIX 3

Regional Directors Utilization and Disposal Service General Services Administration

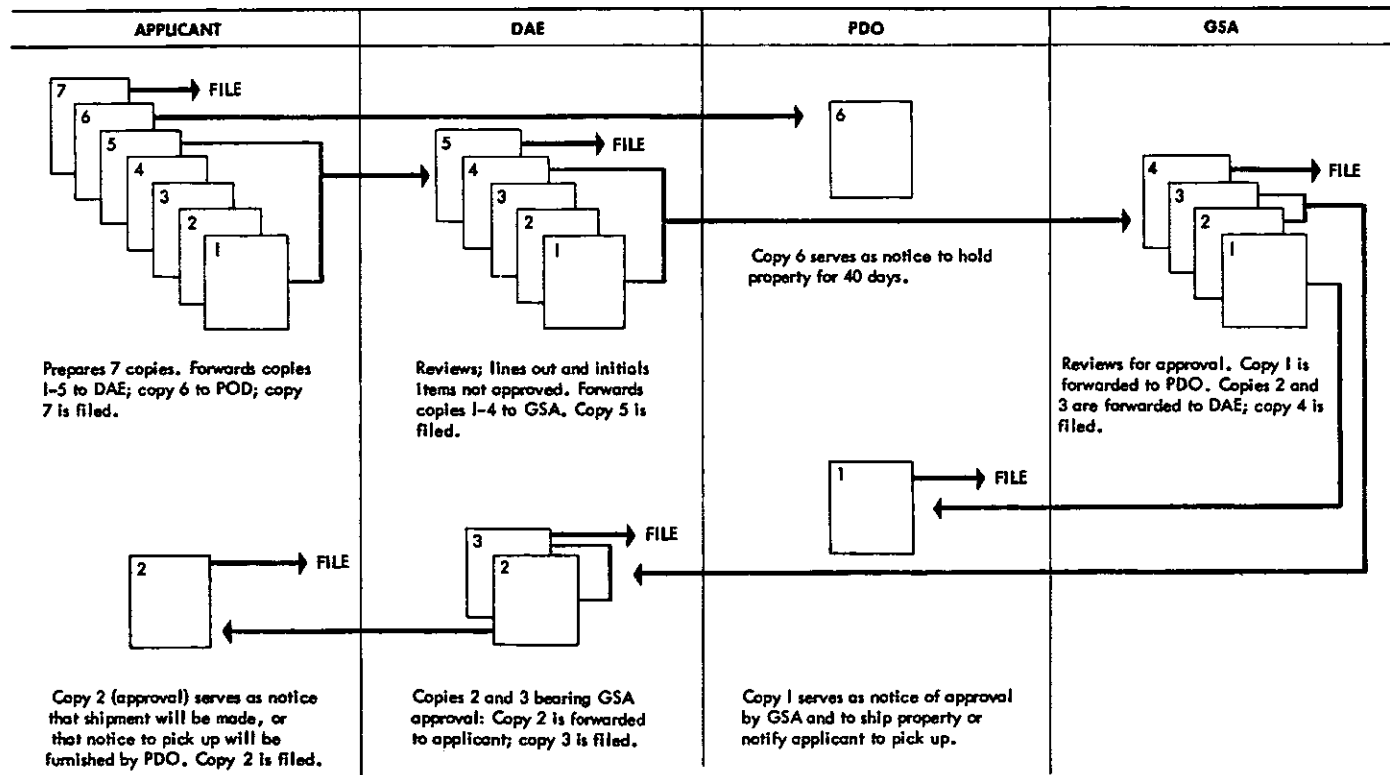
REGION

- (1) *Maine, N. H., Vt., Conn., Mass., and R. I.*
Post Office and Court House
Boston 9, Massachusetts
Phone: Capitol 3-2100
- (2) *N. Y., N. J., Pa., Del., P. R., and V. I.*
30 Church Street
New York 7, N. Y.
Phone: Digby 9-0400
- (3) *D. C., Md., Va., and W. Va.*
7th and D Streets, S. W.
Washington 25, D. C.
Phone: Worth 3-1110
- (4) *Ala., Fla., Ga., Miss., N. C., S. C., and Tenn.*
1776 Peachtree Street, N. W.
Atlanta 9, Georgia
Phone: Trinity 6-3311
- (5) *Ill., Ind., Ky., Mich., Ohio, and Wis.*
219 South Clark Street
U. S. Courthouse
Chicago 4, Illinois
Phone: Harrison 7-4700
- (6) *Iowa, Kansas, Minn., Mo., N. D., S. D., and Nebr.*
Building 2306
E. Bannister Road
Kansas City 31, Missouri
Phone: Emerson 1-0860
- (7) *Ark., Texas, La., and Okla.*
1114 Commerce Street
Dallas 2, Texas
Phone: Riverside 8-5611

REGION

- (8) ***Ariz., Colo., Utah, N. Mex., and Wyo.***
Building 41 Denver Federal Center
Denver 25, Colorado
Phone: Belmont 3-3611
- (9) ***Calif., Hawaii, and Nev.***
49 4th Street
San Francisco 3, California
Phone: Yukon 6-3500
- (10) ***Alaska, Idaho, Mont., Oreg., and Wash.***
Regional Headquarters Building
Auburn, Washington
Phone: Temple 3-6500

**FLOW CHART FOR PROCESSING FAA FORM 3130
APPLICATION FOR DONATION OF SURPLUS PERSONAL PROPERTY**



APPENDIX 5

MEANINGS OF CONDITION CODES

CONDITION CODE	BRIEF DEFINITION	EXPANDED DEFINITION
N-1	New-Excellent	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
N-2	New-Good	New or unused property in good condition. Does not quite qualify for N-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
N-3	New-Fair	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired.
N-4	New-Poor	New or unused property, soiled, rusted, mildewed, deteriorated, or damaged, condition is poor still having some utility, but cannot be classed as salvaged.
E-1	Used-Reconditioned-Excellent	Used property, but repaired or renovated and in excellent condition.
E-2	Used-Reconditioned-Good	Used property which has been repaired or renovated and, while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.

CONDITION CODE	BRIEF DEFINITION	EXPANDED DEFINITION
E-3	Used-Reconditioned-Fair	Used property which has been repaired or renovated but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.
E-4	Used-Reconditioned-Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear and tear, corrosion, exposure to weather, or mildew.
O-1	Used-Usable Without Repairs-Excellent	Property which has been slightly or moderately used, no repairs required, and still in excellent condition.
O-2	Used-Usable Without Repairs-Good	Used property, more worn than O-1 but still in good condition with considerable use left before any important repairs would be required.
O-3	Used-Usable Without Repairs-Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) worn and should be replaced.
O-4	Used-Usable Without Repairs-Poor	Used property which is still usable without repairs but in poor condition and undependable or uneconomical in use. Parts badly worn and deteriorated.
R-1	Used-Repairs Required-Excellent	Used property, still in excellent condition, but minor repairs required. (Estimated repairs would not cost more than 10 percent of acquisition cost.)

CONDITION CODE	BRIEF DEFINITION	EXPANDED DEFINITION
R-2	Used-Repairs Required-Good	Used property, in good condition but considerable repairs required. Estimated cost of repairs would be from 11 percent to 25 percent of acquisition cost.
R-3	Used-Repairs Required-Fair	Used property, in fair condition but extensive repairs required. Estimated repair cost would be from 26 percent to 40 percent of acquisition cost.
R-4	Used-Repairs Required-Poor	Used property, in poor condition and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical in use if repaired. Estimated repair costs between 41 percent and 65 percent of acquisition cost.
X	Salvage	Salvage. Personal property that has some value in excess of its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal agency) and its repair or rehabilitation for use as a unit (either by the holding or any other Federal agency) is clearly impracticable. Repairs or rehabilitation estimated to cost in excess of 65 percent of acquisition cost would be considered "clearly impracticable" for purposes of this definition.
S	Scrap	Material that has no value except for its basic material content.