

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
REPORT OF EXCESS PERSONAL PROPERTY

1. DATE	2. REPORT NUMBER	3. UNIT NAME	4. ATU	5. OPFAC
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6. EXCESS PERSONAL PROPERTY INFORMATION

(a) ITEM	(b) TAG NUMBER	(c) MAJOR CATEGORY	(d) MINOR CATEGORY	(e) MAKE/MODEL	(f) SERIAL NUMBER	(g) DESCRIPTION	(h) ACQUISITION COST

7. PROPERTY DESCRIPTION *(provide additional sheets if necessary)*

(a) Describe the item in detail, present condition, Disposal Code (1, 4, 7, X, or S), FSC Code, NSN, NIIN, repairs required to return to full services, DEMIL code (required), and anything else a potential owner/operator would want to know, etc. Unit to provide photo of asset.

(b) Have you completed and provided the supplemental form associated with the FSC code of the reported property? Yes No
If no, complete the supplemental information before approvals.

8. Name of Property Custodian	Signature	Date
9. Name of Accountable Property Officer (APO)	Signature	Date

10. REVIEW AND APPROVAL OF EXCESS PERSONAL PROPERTY

(a) COMMANDING OFFICER OFFICER-IN-CHARGE UNIT LEVEL SUPERVISOR			Approved	Disapproved
Name	Title/Position	Signature	Date	
(b) REGIONAL MANAGERS <i>(specify)</i>			N/A	Approved Disapproved
Name	Title/Position	Signature	Date	
(c) PROGRAM <i>(specify)</i>			N/A	Approved Disapproved
Name	Title/Position	Signature	Date	
(d) FINAL AUTHORITY <i>(specify)</i>			CO/OINC/UNIT LEVEL SUPERVISOR is Final Authority	
Name	Title/Position	Signature	Date	

11. Disposal Instructions