



Delaware Emergency Management Agency
State Homeland Security Grant Program

DE Information Bulletin
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TO: All Delaware Homeland Security Grant Partners

FROM: Jamie E. Turner, III
Director *JET 8/25/11*

SUBJECT: Life Cycle Management

The purpose of this Information Bulletin is to establish a process for managing shelf life expiration, which creates surplus property for disposal. As stated in paragraph 6 of the Equipment Memorandum of Understanding (MOU), the owning agency “will coordinate with DEMA to ensure state and federal accountability requirements are adhered to regarding alteration, disposal and transfer of the CBRNE equipment, as well as an accountability system for positive verification of where all equipment is located.” For disposal of expired property, the owning agency is required to follow their local surplus property disposal guidelines. If none exist, the agency would follow the State’s policy. Additionally, the owning agency must notify DEMA to update the equipment inventory list. The information below is an excerpt from the State’s Government Support Service, Surplus Property, FAQ web page.

How may a State Agency dispose of surplus items no longer needed or usable?

State Surplus Property

The State Agencies must notify Government Support Services, Surplus Property Program, in writing that the surplus item is longer needed or usable. Government Support Services will, in turn instruct the agency on the methods of disposal.

Federal Surplus Property

For property under a one-year, 18 month or five year (aircraft and vessels) restrictions, permission must be obtained from Government Support Services.

DEMA is not the responsible agency for accepting and disposing of equipment. Once the Equipment MOU is signed, the owning agency takes on the responsibility for handling disposition of expired equipment. If you have any questions, please contact Jennifer Dittman at: Jennifer.Dittman or at 302-659-2235.