**GSAXcess**® **Batch File Records Layout and Field Descriptions for Fiscal Year 2015**

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This document contains the electronic batch file record layouts and field descriptions that are used for reporting excess property items to the GSAXcess® computer application. It lists all of the fields contained in these records, and gives a detailed description for each field.

There are two record layouts used in the batch file. One is called the **Common Property Report** record, and the other is called the **Description Data** record. The Common Property Report record contains all of the data that GSAXcess® requires for an item, except the item’s description. A separate record,Description Data record, is used for the item’s description because the description can be as large as 5,280 characters, which is larger than all of the other item’s data attributes combined.

*The batch file Common Property Report records are actually* ***transactions*** that tell GSAXcess® what it should do with the data in the record. An “***Add***” transaction tells GSAXcess® that this is data for a new excess property item, and to add this new item to GSAXcess®. An “***Update***” transaction tells GSAXcess® that this is data about an item that already exists in GSAXcess®, and to replace the existing data for that item with the data that are in the batch file. A “***Delete***” transaction tells GSAXcess® that this is data about an item that already exists in GSAXcess®, and to delete that item.

For each A*dd* or *Update* transaction, that is, for each new excess property item that you are adding or each existing item that you are updating, the batch file must contain at least one Common Property Report record, and at least one (1) but not more than four (4) Description Data Records. Otherwise, the transaction will not be processed. Also, note that if more than 4 Description Data records are sent for an item, the 5th and subsequent Description Data records will not be processed.

For each *Delete* transaction, that is, for each existing item you are deleting from GSAXcess®, only the Common Property Report record is required. The Description Data record is not required for D*elete* transactions, because the description will be deleted along with the rest of the item’s data. This means that the *Delete* transaction applies to the whole item; there is no transaction that will delete only the description of the item. This makes sense because every item MUST have an item description at all times.

*The* ***Report Types Flag*** *field on the Common Property Report tells GSAXcess® what type of transaction is to be processed.* See the Report Types Flag “Notes” in the chart below to see which values are required for each type of transaction.

Each record must have a unique Item Control Number. The Common Property Report and Description Data Records are related via the Item Control Number. An item’s Description Data records must have the same Item Control Number as the related Common Property Report record. Furthermore, the Item Control Number for a Common Property Report record must be unique from all other Item Control Numbers issued for all other Common Property Report records. Duplicate Item Control Numbers will be rejected. If duplicate Item Control Numbers appear in a single transmittal, then all of the items with that Item Control Number will be rejected.

For each field, the record layout charts below show the field name; whether a value for the field is Optional (O) or Mandatory (M); the length of the field in ASCII characters, the format in which the field’s value will be stored in GSAXcess®; and a brief description about what information that field holds. *Note that some “optional” fields are mandatory under certain conditions*. The *Notes* column specifies when such a field is mandatory. *Also, note that for Delete transactions, only the Item Control Number field is Mandatory.* The values forFields that will be formatted asAlphanumeric fields must be left justified. The values for Numeric fields must be right justified and zero filled.

**Common Property Report Record Layout**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Element No.**  | **Data Element Name** | **O/M** | **Start** | **Length** | **Field Def** | **Notes**  |
| 1 | Item Control Number | M | 1 | 15 | X(15) | AGENCY Activity Address Code (AAC) + Julian Date (YDDD), + 4 characters unique to each item reported + Space + optional one character suffix. |
| 2 | Sequence Number | M | 16 | 2 | 9(2) | Constant 00. |
| 3 | Agency/Bureau | M | 18 | 4 | XXXX | The Agency and Bureau Codes for the AGENCY AAC. |
| 4 | Report Type Flags | M | 22 | 3 | XXX | Valid values are:• YNN for Add transactions• NYN for Update transactions• NNY for Delete transactions |
| 5 | Overseas Indicator | M | 25 | 1 | X | Constant N for Domestic, Y for overseas. |
| 6 | Reporting Agency Address Line 1 | M | 26 | 36 | X(36) | Clear text address for AGENCY Activity Address Code. |
| 7 | Reporting Agency Address Line 2  | O | 62 | 36 | X(36) | Clear text address for AGENCY Activity Address Code. |
| 8 | Reporting Agency Address Line 3  | O | 98 | 36 | X(36) | Clear text address for AGENCY Activity Address Code. |
| 9 | Reporting Agency City | M | 134 | 28 | X(28) | Clear Text City for AGENCY Activity Address Code. |
| 10 | Reporting Agency State | M | 162 | 2 | XX | USPS State Code for AGENCY Activity Address Code. |
| 11 | Reporting Agency Zip | M | 164 | 9 | X(9) | 5 or 9 digit Zip Code for AGENCY Activity Address or 6 letters if Canadian or Blank if other foreign. |
| 12 | Point of Contact First Name | M | 173 | 12 | X(12) | Reporting contact. |
| 13 | Point of Contact Last Name | M | 185 | 12 | X(12) | Reporting contact. |
| 14 | Point of Contact Phone | M | 197 | 10 | 9(10)  | The area code and phone number of the contact person. |
| 15 | Point of Contact Extension | O | 207 | 7 | X(7) | The phone extension for the contact person. |
| 16 | Point of Contact Fax | O\* | 214 | 10 | 9(10) | The area code and fax number of the contact person. |
| 17 | Point of Contact EMAIL Address | O\* | 224 | 64 | X(64) | Mandatory if additional POC email address is entered. (position 288) GSAXcess® sends EMAIL to this address for property transfers. |
| 18 | Additional Email Address for Reporting POC | O | 288 | 64 | X (64) | Email Address for second point of contact to receive copy of property transfer notification |
| 19 | Notify POC When Available for Sale  | O | 352 | 1 | X | If checked Y, notice is sent to POC when the record is available for sale. |
| 20 | Property Location Address Line 1 | M | 353 | 36 | X(36) | Clear text address where property is located. |
| 21 | Property Location Address Line 2 | O | 389 | 36 | X(36) | Clear text address where property is located. |
| 22 | Property Location Address Line 3 | O | 425 | 36 | X(36) | Clear text address where property is located. |
| 23 | Property Location City | M | 461 | 28 | X(28)  | Clear text city where property is located. |
| 24 | Property Location State | M | 489 | 2 | XX | USPS State Code for place where property is located. |
| 25 | Property Location Zip | M |  491 | 9 | X(9) | 5 or 9 digit Zip Code for property location in USA, or 6 letters if Canadian or Blank if other foreign. |
| 26 | Custodian First Name | M |  500 | 12 | X(12)  | Property Custodian – point of contact for additional information. |
| 27 | Custodian Last Name | M | 512 | 12 | X(12)  | Property Custodian – point of contact for additional information  |
| 28 | Custodian Phone | M | 524 | 10 | 9(10)  | The Property Custodian’s phone number |
| 29 | Custodian Extension | O |  534 | 7 | X(7)  | The Property Custodian’s phone extension |
| 30 | Custodian Fax | M | 541 | 10 | 9(10) | The Property Custodian’s fax number |
| 31 | Custodian EMAIL Address  | O | 551 | 64 | X(64)  | Email Address for the property custodian, mandatory if Federal Asset Sales Center = GSA or USDA-CEPO. |
| 32 | Notify Custodian When Available for Sale  | O | 615 | 1 | X(1) | If checked Y, notice is sent to Custodian when the record is available for sale |
| 33 | Federal Asset Sales Center | M | 616 | 1 | X(1) | Sold by GSA = 1, Sold by USDA-CEPO = 2, Sold by owning Agency = 3, Sold by DOI/AMD = 4,Sold by DOT = 5, Sold by Legislative/Judicial = 6Note: when option 2 is selected, property must be located in DC, MD, or VA, else the system reverts choice to 1, i.e., sold by GSA.For FSC 1005, 1010, 1015, 1020, 1025, 1030 or 1035 Federal Asset Sales center should be selected “Sold by owning Agency = 3”. |
| 34 | Proceeds Retention | M/O |  617 | 1 | X | P if not reimbursable and sales proceeds are to be retained, blank otherwise. If P, both Appropriation Fund Code and Agency Location Code are mandatory. |
| 35 | Exchange/Sale Code  | M | 618 | 1 | X | If not an exchange/sale item, Y if exchange/sale. |
| 36 | Reimbursement Required  | M | 619 | 1 | X | N if not reimbursable, Y if reimbursable. If Reimbursable, the “Appropriation or Fund Code” and “Agency Location Code” fields must be greater than spaces. Also, you must enter your Justification for reimbursement in the "Reimbursement Required- Field Justification" field. |
| 37 | Reimbursement Required- Field Justification  | M/O | 620 | 2 | X(2) | If the Reimbursement Required field is Y, it is mandatory to choose one of the following: • TS = Item is Transferred/Sold under legislative authority• NA = Item is Purchased with Non-Appropriated funds• WM = Item is Reported by a Wholly owned or Mixed-ownership government corporation.If the Reimbursement Required field is N, it is optional to choose one of the following:• NR = Item does Not have special Reimbursable authority• WC = Item is purchased with Working Capital or revolving funds. |
| 38 | Agency Location Code (Station Deposit Symbol) | O/M | 622 | 8 | 9(8) | The reporting agency Account for Reimbursements. Mandatory if Reimbursement Required field = Y, or item is to be sold by GSA and Proceeds Retention = P. |
| 39 | Appropriation or Fund Code | M/O | 630 | 80 | X(80) | Appropriation citation for deposit of funds to the reporting agency’s account. Mandatory if reimbursement is required, or if item is Exchange/Sale, or if item is to be sold by GSA or USDA-CEPO and Proceeds Retention = P. |
| 40 | Agency Control Number | O | 710 | 17 | X(17)  | Reporting agency internal control number  |
| 41 | Federal Supply Class (FSC) | M | 727 | 4 | X(4)  | The Federal Supply Class of the property. The first two digits of the FSC is the FSG. If Furniture, FSG 71, the Surplus Release Date is set for 14 days. If FSG is 16, 17, or FSC is 2620, 2810, 2915, 2925, 2935, 2945, 2995, 4920, 5821, 5826, 5841, 6340, or 6615 (aircraft parts) then manufacturer (937) is mandatory. If FSG starting with 19 manufacturer is mandatory.  |
| 42 | NIIN | O | 731 | 9 | X(9) | Constant spaces, or positions 5-13 of NSN, can be alphanumeric designation of a local stock number. |
| 43 | Contractors Inventory CD | M | 740 | 1 | X | N for AGENCY inventory, Y for Contractor’s Inventory. |
| 44 | Make | M/O | 741 | 20 | X(20)  | Mandatory for FSC 2310, 2320,2330, 7010, 7021, 7025, 7035, 1510 or 1520. |
| 45 | Model | M/O | 761 | 20 | X(20)  | Mandatory for FSC 2310, 2320,2330, 7010, 7020,7021, 7025, 7030, 7035, 7040,7042,7045,7050, 1510 or 1520.Mandatory for Vessels over 50 ft. |
| 46 | Noun Nomenclature | M | 781 | 69 | X(69)  | The item name of the property. See the (If item is a weapon, see standard weapon noun name included below.)  |
| 47 | Special Description Code | M/O | 850 | 12 | X(12)  | Industry code that supplements property description. Mandatory for serial numbers of weapons (FSC 1005 & 1010), or Aircrafts (FSC 1510 & 1520), optional otherwise.  |
| 48 | Special Description Text | O | 862 | 69 | X(69)  | Clear text of Industry Code. |
| 49 | Quantity in Units of Issue | M | 931 | 5 | 9(5)  | The number of units of issue of property available. |
| 50 | Unit of Issue | M | 936 | 2 | XX | The way that the property is transferred in units. |
| 51 | Acquisition Cost per Unit of Issue | M | 938 | 13 | 9(11) V 99  | Original or estimated price for 1 unit of issue. Make sure to send Unit Price and not Total Acquisition Cost per item. Our system will calculate total acquisition cost of the item.  |
| 52 | Fair Market Value | O | 951 | 13 | 9(11) V 99  | The estimated current value of the item.  |
| 53 | Supply Condition Code | O | 964 | 1 | X | The supply condition code, if available. 1 = New/Unused, 4 = Usable, 7 = Repairable, X = Salvage. and S = Scrap |
| 54 | Disposal Condition Code | M | 965 | 1 | X | The condition of the property. 1 or N = New/Unused, 4 or U = Usable, 7 or R = Repairable, X = Salvage and S = Scrap See FMR 102-36.240 for more information.  |
| 55 | Hazardous Material Code | O | 966 | 1 | X | M for hazardous material, W for hazardous waste. Constant space if the item is not hazardous. |
| 56 | Flight Safety Critical Aircraft Part (FSCAP) Code | O | 967 | 1 | X | Constant Space unless flight safety critical item. The FSCAP Code MUST be specified if the property has one of the FSCAP Criticality Codes noted in FMR 102-36.355. |
| 57 | Demilitarization Code | M | 968 | 1 | X | Possible values are: A - Demilitarization not required B - Demilitarization not required, Trade Security Controls required C - Remove and/or demilitarize installed key point(s), or lethal parts, components, and accessories D - Demilitarize by mutilation to preclude restoration or repair or, if authorized, by burial or deep water dumping E - Demilitarize based on instructions furnished by DOD Demilitarization Program Office F - Demilitarize based on instructions furnished by Item/Technical Manager G - Demilitarize and declassify or remove any sensitive markings P - Same as Code G, above, but for Security classified items Q - Demilitarization not required, Strategic List item controlled by the Dept. of Commerce, subject to Export Administration regulations Should be “A” unless demilitarization is required or item is export sensitive. See FMR 102-36.435 for more information.For Demilitarization code C, D, E, F, G and P select Federal Asset Sales Center (Position 616) “Sold by owning agency = 3”.  |
| 58 | Manufacturer | O | 969 | 20 | X(20)  | The name of the property’s manufacturer. Mandatory for vessel over 50ft. |
| 59 | Date of Manufacture | O | 989 | 8 | 9(8)  | Date property was manufactured, YYYYMMDD. Mandatory for Vessel over 50 ft. |
| 60 | Acquisition Date | O | 997 | 8 | 9(8)  | Date property was purchased when new, YYYYMMDD.  |
| 61 | Excess Release Date | O | 1005 | 8 | 9(8)  | Date that Internal Screening ends for property, YYYYMMDD. Only available to AAMS/EADS customers. |
| 62 | Drop After Internal Screen Flag | O | 1013 | 1 | X | D to drop from GSAXcess® after internal screening. Otherwise blank, only available to AAMS/EADS customers. |
| 63 | Surplus Release Date | O | 1014 | 8 | 9(8)  | Date that property is eligible for donation, YYYYMMDD.  |
| 64 | Vessels 50 feet & Over | O/M | 1022 | 1 | X | Y for vessels (FSG 19) 50 feet and over, N for (FSG 19) vessels less than 50’. Blank or N for any other FSG.  |
| 65 | Part Number | O | 1023 | 20 | X(20)  | Manufacturer’s stock number for the property. |
| 66 | DRMO | O | 1043 | 6 | X(6) | AAC of physical location when different from Location of Reporting Agency  |
| 67 | Country Code | O | 1049 | 2 | XX | Country Code if outside Continental US, else spaces. |
| 68 | Cl Line Item# | O | 1051 | 4 | 9(4)  | Plant Clearance line item number, mandatory for PCARSS customers.  |
| 69 | Cl Ref# | O | 1055 | 30 | X(30)  | Clearance Reference number, mandatory for PCARSS customers  |
| 70 | Plant CL Case Number | O | 1085 | 30 | X(30)  | Plant Clearance Case Number, mandatory for PCARSS. |
| 71 | Vehicle ID Number (VIN)  | M/O | 1115 | 20 | X(20)  | Mandatory for FSCs 2310, 2320, & 2330. |
| 72 | Model Year  | M/O | 1135 | 4 | 9(4)  | Mandatory for FSCs 2310, 2320, & 2330. |
| 73 | Fuel Type | M/O | 1139 | 1 | X | Mandatory for Vehicles (FSC 2310 & 2320). Choices: G(gasoline), D(diesel), A(alternative), H(hybrid), and O(other).  |
| 74 | Estimated Mileage | M/O | 1140 | 6 | 9(6)  | Odometer reading rounded to the nearest whole number. No commas. Mandatory for Vehicles (FSC 2310 & 2320).  |
| 75 | Body Style | M/O | 1146 | 2 | X(2)  | Mandatory for Vehicles (FSC 2310 & 2320) and for Trailers (FSC 2330) Valid entries for items of FSC 2310 ( Passenger Motor vehicles) are: S2(Sedan 2 door), S3(Sedan 3 door), S4(Sedan 4 door), CO(Coupe), HA(Hatchback), WA(Wagon), SU(SUV), VA(Van), MV(Mini Van), AM(Ambulance), BU(Bus), OT(Other). Valid entries for items of FSC 2320 (Trucks and tractors) are: P2(Pickup 2 door), P3(Pickup 3 door), P4(Pickup 4 door), HD(Heavy Duty), UT(Utility), BO(Box), TR(Tractor), SU(SUV), VA(Van), MV(Mini Van), OT(Other). The field is also mandatory for Trailers Valid entries for Trailers (FSC 2330) are: TT(Travel Trailer), MH(Manufactured Housing), PM (Park Mobile), OT(Other). If the value for this field is TT(Travel Trailer), or MH(Manufactured Housing), then the “Make”, “Model”, “Model Year “, “VIN “ and “Length” fields all must have non-blank values, too. Also, if this item belongs to FEMA, i.e., if the “Agency Bureau” field is “7041”, then the "Bar Code" field must have a non-blank value. |
| 76 | Number of Cylinders | M | 1148 | 2 | X(02) | Mandatory for Vehicles (FSC 2310 & 2320).Cylinders can be two digit alpha or number and can only be these numbers (02,03,04,05,06,08,10,12,UN) UN stands for unknown.  |
| 77 | Vehicle Color | O/M | 1150 | 2 | XX | Mandatory for vehicles (FSC 2310 & 2320). Choices are Black (BK), Blue (BL), Blue-Green/Turquoise (BG), Brown (BR), Gold/Bronze (GD), Gray (GY), Green (GR), Orange (OR), Red (RE), Silver (SI), White (WH), Yellow (YE), Other (OT). (NOTE: this field is NOT mandatory for vehicles that are reported by DRMS.)  |
| 78 | Color-Gradient | O | 1152 | 1 | X(01) | Choices are: Light (L), Medium (M), Dark (D). |
| 79 | Transmission | M | 1153 | 1 | X(01) | Mandatory for Vehicles (FSC 2310,2320 ) Must be A (Automatic) or M(Manual)  |
| 80 | Agency Class | O | 1154 | 3 | X(03) | First Character must be A thru Z and second and third character could be 0 to 9 or A through Z. No special Character allowed. FSC 2310,2320  |
| 81 | Vehicle Tag | O | 1157 | 5 | X(05) | Vehicle Tag. Can be 0 through 9 or A through Z. No special character. (FSC 2310,2320) |
| 82 | Computers for Learning | O/M | 1162 | 1 | X | Applicable to FSG 70. Y or N for CFL, else Blank |
| 83 | CFL Eligible Organization Flag  | O/M | 1163 | 1 | X | For items that are designated as “Computers for Learning” (CFL) items, this field denotes which types of educational organizations the reporting office wants to be eligible to receive this item via CFL. If they want Schools only to be eligible, the value of this field should be set to "S". This field is Mandatory if the “Computers for Learning” field value = “Y”. See the "More Important Notes Concerning the Fields" section for more details. |
| 84 | Hardware Type | M/O | 1164 | 20 | X(20)  | Mandatory if pos 1130 = Y and FSC = 7010 (laptop, desktop), 7021 (CPU), 7025 (peripherals – mouse, printer, monitor, keyboard), 7035 (server)- see table below. |
| 85 | Equipment Type | M/O | 1184 | 20 | X(20)  | Mandatory if pos 1130 = Y and FSC = 7010, 7021, 7025, or 7035. See table below for input choices. |
| 86 | Processor | M/O | 1204 | 20 | X(20) | Mandatory pos 1130 = Y and FSC = 7010, 7021, or 7035. See table below. |
| 87 | Processor Speed | O | 1224 | 20 | X(20)  | See Table below for input choices. |
| 88 | Random Access Memory | O | 1244 | 20 | X(20)  | Less than 64MB, 64MB or more, IGB or more, Unknown. |
| 89 | Hard Disk Size | M/O | 1264 | 20 | X(20)  | Less than 1GB, Greater than 1GB, Unknown. |
| 90 | Hard Disk Status | M/O | 1284 | 2 | XX | Choices are: Sanitized (SA), Not Sanitized (NS), Removed (RE), and Degaussed (DG).  |
|  | The fields starting in record position 1254 ("Aircraft Operational") through 1267 ("Military Aircraft Only") apply only to Aircraft items (FSC 1510 and 1520). For aircraft items, the fields "Make", "Model", "Model Year" and "Serial Number" are mandatory. (NOTE: these fields are Optional for items reported by DRMS.) |
| 91 | Aircraft Operational  | M/O | 1286 | 1 | X | Y or N for FSC 1510, 1520, else blank.  |
| 92 | Major Components Missing | M/O | 1287 | 1 | X | Y or N, else blank. If Y, you must specify values for the "Engine Missing" and "Electrical Problems" fields. |
| 93 | Engine Missing | M/O | 1288 | 1 | X | Mandatory if "Major Components Missing" field = "Y". Values = Y (Yes)or N (No). |
| 94 | Electrical Problem | M/O | 1289 | 1 | X | Mandatory if "Major Components Missing" field = "Y". Values = Y (Yes), "N" (No), or "O" (other), else blank. |
| 95 | Data plate Available | M/O | 1290 | 1 | X | Y, N, else Blank. |
| 96 | Historical and Maintenance records available? | M/O | 1291 | 1 | X | Y, N, or Blank. |
| 97 | Aircraft Certificated By the Federal Aviation Admin | M/O | 1292 | 1 | X | Y, N, or Blank. |
| 98 | Aircraft Maintained to FAA Standards?  | M/O | 1293 | 1 | X | Y, N, or Blank. |
| 99 | Has aircraft been used For non-flight purposes?  | M/O | 1294 | 1 | X | Y or N. If Y, choose all that apply |
| 100 | For Ground Training | M/O | 1295 | 1 | X | Y, N, or Blank. |
| 101 | For Static Display  | M/O | 1296 | 1 | X | Y, N, or Blank. |
| 102 | For Disassembly/Assembly  | M/O | 1297 | 1 | X | Y, N, or Blank. |
| 103 | For Repeated Burning for Fire-fighting Training | M/O | 1298 | 1 | X | Y, N, or Blank. |
| 104 | Military Aircraft Only | M/O | 1299 | 1 | X | This field is mandatory if Reporting Agency Code is 17 (Navy), 21 (Army), 57 (Air Force) or 97 (DoD). |
|  | The fields starting in record position 1268 ("Trailer Type – Slide Out") through 1282 ("Barcode") apply only to Trailers (FSC 2330). The "Body Style" field is mandatory for Trailers. (NOTE: these fields are optional for items that are reported by DRMS.)  |
| 105 | Trailer Type – Slide Out | M/O | 1300 | 1 | X  | Y or N if "FSC” = 2330 and "Body Style" = TT, else Blank.  |
| 106 | Trailer Type – Awning | M/O | 1301 | 1 | X  | Y or N if "FSC” = 2330 and "Body Style" = TT, else Blank.  |
| 107 | Number of Axles | O | 1302 | 2 | 99 | Optional Manufactured Housing.  |
| 108 | Number of Bedrooms | O | 1304 | 2 | 99 | Optional Manufactured Housing.  |
| 109 | Number of Baths | O | 1306 | 2 | 99 | Optional Manufactured Housing feature.  |
| 110 | Wind Zone | O | 1308 | 1 | 9 | Choices are 1, 2, or 3. Mandatory for FSC 2330 and Body Style TT |
| 111 | Length | M/O | 1309 | 5 | 9(5) | Travel Trailer length in feet. Mandatory if "FSC" field = 2330 and "Body Style" field = TT.  |
| 112 | Barcode | M/O | 1314 | 20 | X(20) | Mandatory if "FSC" field = 2330 and "Body Style" field = TT, and "Reporting Agency Bureau" is 7041 (FEMA). |
|  | The fields starting in record position 1302 ("Vessel Over 50 ft.”) through 1436 ("Marine Survey”) apply only to Vessels (FSC 19) when “Vessel Over 50 Ft.” selected as “Y”. (Position 990) |
| 113 | Name of Vessel | M | 1334 | 50 | X(50) | Mandatory Vessel Name  |
| 114 | Hull ID Number | M | 1384 | 20 | X(20) | Hull Serial # |
| 115 | Vessel Seaworthy  | M | 1404 | 1 | X | Y or N  |
| 116 | Vessel Length | M/O | 1405 | 5 | 9(5) | Mandatory only if Vessel Seaworthy is “Y” |
| 117 | Vessel Beam | M/O | 1410 | 5 | 9(5) | Mandatory only if Vessel Seaworthy is “Y” |
| 118 | Vessel Draft | M/O | 1415 | 5 | 9(5) | Mandatory only if Vessel Seaworthy is “Y” |
| 119 | Major Components Missing | M | 1420 | 1 | X | Y or N |
| 120 | Engine Missing | M/O | 1421 | 1 | X | Mandatory only if Major Component missing is “Y” |
| 121 | Electronics Missing | M/O | 1422 | 1 | X | Mandatory only if Major Component missing is “Y” |
| 122 | Other parts Missing | M/O | 1423 | 1 | X | Mandatory only if Major Component missing is “Y” |
| 123 | Types of Engines | M | 1424 | 20 | X(20) | Types of Engine available |
| 124 | Hours on Engines | M | 1444 | 20 | X(20) | Hours on Engine |
| 125 | Vessel have PCBs | M | 1464 | 1 | X | Y or N |
| 126 | Vessel have Asbestos | M | 1465 | 1 | X | Y or N |
| 127 | Asbestos Type | M/O | 1466 | 1 | X | Mandatory only if “Vessel have Asbestos” is “Y”. (F)riable / (N)onFriable |
| 128 | Coast Guard Inspected | M | 1467 | 1 | X | Y or N |
| 129 | Marine Survey Available | M | 1468 | 1 | X | Y or N |
| 130 | Filler | M | 1469 | 32 | X(32) | Constant Spaces (total record layout length = 1500). |

**Description Data Record Layout**

The Description Data Record contains a description about an item being reported to GSAXcess in the batch file. There must be between 1 to 4 Description Data Record for each item, i.e., for each Common Property Report record.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Element Name** | **O/M** | **Start** | **Length** | **Field Def** | **Notes**  |
| Item Control Number | M | 1 | 15 | X(15) | AGENCY Activity Address Code (AAC) + Julian Date (YDDD), + 4 characters unique to each item reported + Space + optional one character suffix. The batch file must contain a Common Property Report record with a matching Item Control Number value.  |
| Sequence Number | M | 16 | 2 | 99 | The first Description Data record for an item should have a value of 01 for this field. For any subsequent Description Data records for the item, this field’s value should be incremented by 01, up to a maximum value of 04. Description Record |
| Description ofproperty reported | M | 18 | 1400 | X(1400) | This field contains text describing an item being reported. |
| Filler | M | 1418 | 83 | X(83) | Constant Spaces |

**More Important Notes Concerning the Fields**

**Item Control Number:** Records will be rejected if the Julian Date portion of the Item Control Number is not a valid Julian Date (YDDD). Duplicate Item Control Numbers are not accepted.**Sequence Number:** This field is a constant **00** in the Common Property Report Record. In the Description Data Record, the first Description Data Record will have a **01**. Each subsequent Description Data Record will have a Sequence Number that is one higher than the Sequence Number of the previous Description Data Record. Since there can be up to **4** Data Description Records for each Common Property Report Record, the Sequence Numbers will range from **01** to **04**, incremented by **01**.

**Agency/Bureau:** Bureau content is up to your AGENCY. However, assigning a separate Bureau Code to each AGENCY location would be beneficial to the Property Management Program. It is highly recommended that each AGENCY site be told to hard code a unique Bureau Code for the records sent to GSA.

**Overseas Indicator**: The system will reject the record if the Overseas Indicator is not equal to **Y** or **N**. If the property is located overseas (Overseas Indicator = **Y**), then the program will allow non-numeric data in the Reporting Agency Zip and the Property Location Zip Data Elements. The Country Code must be provided for overseas property. **Contractor’s Inventory Code:** The system will reject the record if this code is not equal to **Y** or **N**. **Address Data:** Both the Reporting Agency and Property Location Addresses must have the first line of address data present otherwise the system will reject the record. Lines 2 and 3 of the clear text addresses are optional. Both the Reporting Agency and Property Location Addresses must have the city, state, and zip present. Use the USPS version of the State Code. Zip codes must be 5 or 9 characters numeric for US addresses, 6 alphabetic characters for Canada, and blank for all others or the system will reject the record. Zip Code edits include a check against the Overseas Indicator described above. **Point of Contact / Custodian’s data:** Some of this data is optional. Phone Numbers and Fax Numbers must be numeric. The system will reject the record if the formats are not followed.Additional POC email address can be provided for system notifications.

**Disposal Terms Data:** This may be data that is determined by the AGENCY user or it could be hard coded based on AGENCY current practices. Data should be following values. Sold by GSA = 1, sold by USDA-CEPO = 2, Sold by owning agency =3, Sold by DOI/AMD = 4, sold b y DOT = 5, sold by Legsilative/judicial = 6. Exchange/Sale Code is Y if the item is an exchange/sale item. Donation Eligibility will be system-calculated based on user-input on reimbursement required, and exchange/sale fields. **Optional Data Elements:** There are several Data Elements that are optional. These fields are for AGENCY use if the AGENCY wants to use them. The system does not edit these fields. The optional Data Elements are: Agency Control Number, National Item Identification Number (NIIN), Part Number, Special Description Code, Special Description Text, Agency Location Code (Station Deposit Symbol), Manufacturer, Date of Manufacture, Acquisition Date, Make, Model, DRMO, CL Line Item #, CL Ref #, Plant CL Case Number, and the 2nd through 66th Descriptions. The program will accept any values including all blanks in these Data Elements. It is important to note that several of these fields are used as search fields. If the property generator can provide the NIIN, Make, Model, and Acquisition Date, then they should do so wherever possible. AGENCY customers using AAMS or GSAXcess® will not see property that might meet their needs if they choose to search via one of the above Data Elements if property generators are not supplying this data. GSA recommends that your AGENCY make these fields optional to AGENCY users and that the AGENCY users be made aware of the above warning. **Federal Supply Class:** This Data Element is mandatory. AGENCY users should make sure they enter a valid FSC so that screeners will be able to search for property using this field. The program will reject the record if the FSC is blank or if the FSC does not match a valid FSC. A list of valid FSCs is provided at the end of the layout.

**Noun Nomenclature:** This value is mandatory. This is the value that displays in the GSAXcess® web site as the “Item Name” for the item. Therefore, it is *very important* that you use very good descriptions in the “Noun Nomenclature” field. *This is especially true for computer equipment (Federal Supply Class 70) items*

In fiscal year 2008, the GSAXcess® web site began formatting the value of the “Item Name” for computer equipment of *Federal Supply Category (FSC)* “7010” (desktop computers), “7021” (laptop computers), “7025” (computer peripherals), and “7035” (servers), based upon this formula:

**Item Name = "Computer” + Hardware Type + Make + Model** + **Processor** values**.**

It began doing this to ensure that computer equipment had standardized item names. Enforcing standardized names for computer equipment makes it easier for GSAXcess customers to find the items they are looking for by using the Keyword Search function. If your system can supply the values for **Hardware Type, Make, and Model**, we strongly encourage you to ensure that it does, whenever you report computer equipment items. If your system cannot supply the values for these fields separately, then please try to format the Noun Nomenclature values for your items as closely as possible to the GSAXcess® Item Name formula.

**Data Elements related to GSA Sales**. Customers who choose to use GSA, or the FAS vendor solution when available, to sell property left over from excess and donation screening, must provide additional mandatory information. Point of Contact and Custodian email addresses are mandatory. Fax Numbers are allowed. Fair market value where supplied, must be numeric with 11 integers and **2** decimal places implied. Thus, the field must be zero-filled for a total of 13 digits. All other applicable fields are properly identified on the notes section of the fields.

**Disposal Condition Code:** The Disposal Condition code is Mandatory. It is the condition code of the property. It is 1 = New/Unused, 4 = Usable, 7 = Repairable, X = Salvage, S = Scrap.

**Demilitarization Code:** The “Demilitarization Code” field value must be specified if the property needs to be demilitarized prior to disposition or if the property has export restrictions. The AGENCY will determine if the property needs to be demilitarized or is export sensitive based on the original Demilitarization Code. The program rejects the record if the Demilitarization Code is not equal to **A-G**, **P** or **Q**.

**FSCAP Code:** The AGENCY will provide the correct Flight Safety Critical Aircraft Part Code. The program rejects the record if FSCAP is not equal to **E**, **F**, or blank.**Unit of Issue:** This Data Element is mandatory. AGENCY users will ensure that the proper Unit Of Issue is entered. The program rejects the record if the Unit of Issue is blank or if the Unit of Issue is not a valid Unit of Issue. **Quantity in Units of Issue:** This Data Element is mandatory. The program will reject the record if this Data Element is not numeric greater than zeroes. Zero-fill the leading positions. **Acquisition Cost per Unit of Issue:** This Data Element is mandatory. The program will reject the record if this Data Element is not numeric greater than zeroes. Zero-fill the leading positions. The dollars are eleven digits, the decimal point is implied, and the cents are two digits. **Agency Location Code (Station Deposit Symbol):** This field is optional. It is used by the agency to store account information of reimbursable exchange/sale items, and sales proceeds. **Hazardous Material Code:** This Data Element is mandatory. Use **M** for hazardous Material, **W** for hazardous Waste, or leave blank for non-hazardous items.

**VIN, Model Year, and Number of Cylinders, Body Style, and Fuel Type, Vehicle color, Color-Gradient, Transmission, Agency Class, Vehicle Tag:** Vehicle fields (FSC 2310 & 2320). Vin, Model Year, Body Style, transmission, Agency Class, Vehicle Tag also mandatory for FSC 2330. Color – Grandient is optional field. Mandatory fields if vehicle is to be sold by GSA or USDA-CEPO.

**Reimbursement Issues:** Your AGENCY will follow current policy concerning reimbursement issues for this record. If the property is not exchange/sale, the agency must have Reimbursement Required equal to **Y**, or **N** otherwise the system will reject the record. Whenever Reimbursement required is **Y**, the record must have the Appropriation or Fund Code present, and Agency Location Code. Also, the agency must choose appropriate justification for requiring reimbursement and for non-reimbursable.

**Proceeds Retention – P** if not reimbursable and sales proceeds are to be retained, **blank** otherwise. If this field is P, and item is to be sold by GSA or by USDA-CEPO, appropriation fund code and Agency Location Code are required.

**Reimbursable Justification:** This field allows you to justify your reason for requiring or not requiring reimbursement.

**Excess Release Date** and **Drop Flag If** your office uses the “AAMS” or “EADS” version of GSAXcess for internal screening, you may specify a value for the “Excess Release Date” and the “Drop Flag” fields. All other customers should leave these fields blank so that property can go directly to excess screening in GSAXcess®.

**Surplus Release Date** If you do not provide the Surplus Release Date for property that processes through GSAXcess® for external screening, then the program will assign a Surplus Release Date based upon the date GSAXcess® received the property report from your AGENCY. We prefer that you leave the Surplus Release Date blank so that GSAXcess® can compute it based on the latest policy changes.

**Aircraft Items Fields:** Fields from 91 through 104 are only applicable to FSC 1510 and 1520.

**Trailer Type Fields:** Fields from serial number 105 through 112 are applicable for Trailers (FSC 2330)

**Vessels Over 50 ft Fields:** Fields from serial number 113 through 129 are applicable only for Vessels over 50 Ft.

**Computers for Learning:** Applicable to FSG 70.Enter Y if the item is selected for CFL screening and N if item needs to bypass CFL screening or else Blank.

**CFL Eligible Organization Flag:** For CFL items, this field denotes which type of organization can receive this property. If only Public and Private schools can receive this property the value should be “S”.

**Hardware Type, Equipment Type, and Processor:** These 3 fields are mandatory if the FSG is 70 and item is going through computers for learning screening.

**Description Data Record:** Your Agency will provide at least one record to describe the property. The program rejects the record if no Description Data Record is provided or if the only Description Data Record provided for the property is all spaces.

**Unit of Issue List**

Refer to Unit of Issue list on following URL

**http://gsaxcess.gov/htm/xcessuserguides.htm**

**Standard Weapon Noun Nomenclature**

 Refer to the URL

**Computer Equipment Fields – Choices**

Refer to the URL

**Photograph Taking Guidelines**

**GSAXcess® Photograph Taking Guidelines**

**Requirements:**

* **Type**: Only digital or scanned photographs are acceptable.
* **Format**: Only the .jpg, Joint Photographic Experts Group (JPEG), file extension is acceptable.
* **Size:** Submit any size photograph; however, the large (full view) picture is displayed in GSAXcess® in a rectangular format at 600 X 400 pixels. Therefore, for the best image, reporting activities should submit rectangular pictures. Additionally, up to 11 thumbnails showing different views of the item will be displayed on the same screen in a square format at 70 X 70 pixels. Clicking on any thumbnail will resize the picture to 600 x 400. When clicking on the large picture, it will resize the photo to the size in which it was submitted by the reporting activity. Pictures that are resized by GSAXcess® may show some distortion especially if going from a square or vertical to a rectangular photo that is horizontal.
* **Quantity:** No more than 12 photographs can be submitted per Item Control Number (ICN). The ICN is a 15- position field, beginning with a six-position Activity Address Code (AAC), followed by a four-position Julian Date, a four-position Serial Number, and a one-position suffix or space. This ICN is assigned by the reporting activity and used to identify the item(s) being reported as federal excess personal property. Go to [GSAXcess® Photograph Naming Conventions](http://www.gsa.gov/gsa/cm_attachments/GSA_BASIC/GSAXcessphotographnamingconventions_R2-sD3U_0Z5RDZ-i34K-pR.doc) to setup photograph filenames.

**Before Taking the Photograph:**

* **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true colors of the item(s). Avoid shadows and do not take photographs of vehicles inside a garage. When using a flash, avoid reflections on glass or mirrors.
* **Show detail.** Let the item fill the entire frame. If the brand name, manufacturer, or any other data are visible, include them in the photo. Take more than one picture to show different views, that is, the entire object versus sectional shots. It is important to remove tags from vehicles before taking photos. Don’t show duct tape or other wrapping material that may be used to hold multiples of the same item together.
* **Avoid clutter**. Anything in the background that distracts from the item being excessed, either remove or isolate. A plain colored fabric backdrop can be used to accomplish this. However, do not use all white because the contrast will be too great. Ensure that pictures of people are not included. When taking a photo of an item that contains a mirror, ensure that no one’s image is in the mirror.
* **No offensive or derogatory information.** Ensure that nothing is included in the photographs that may be construed as offensive or derogatory in nature.

After taking the photograph, it is important to balance the contrast and brightness, rotate the photo to the correct position, and crop unnecessary background items.

**GSAXcess**® **Photograph Naming Conventions**

When photographs are submitted by the reporting activity to be posted to GSAXcess®, the naming of the file must meet the conditions below:

* Each photograph must be identified by a separate photograph filename; no more than 12 photographs can be submitted for a single Item Control Number (ICN).

* The photograph filename begins with the ICN (a 15 position field with the 15th space blank or with a suffix) identifying the item being reported for excess by the reporting agency.
* The photograph suffix (consisting of an Alpha character) is added to the end of the ICN for each separate photograph for that item. The large photograph (full view) will end with the photograph suffix ‘A’, and thumbnails (sectional view) photographs will be from suffix “B through M, excluding the letter I.” For example, if an ICN has 12 different photographs, each separate photograph will have a different suffix, **W31G3G4329B408A**, **W31G3G4329B408B**, etc. Please note that all alphabetical letters are capitalized. Therefore, a photograph filename will be either 15 or 16 positions depending on the size of the ICN.
* For pictures that are emailed, the photograph file extension must end with “.jpg. For example, **W31G3G4329B408A.jpg**, **W31G3G4329B408B.jpg**, etc.
* For files that are batched and sent via File Transfer Protocol (FTP), the photograph file extension “.jpg” must be omitted even though the file is in the Joint Photographic Experts Group (JPEG) format.

**GSAXcess®Photograph Transmission Guidelines**

Digital or scanned photographs of federal excess personal property reported as excess can be submitted by the reporting activity by batch process for display in GSAXcess®. All pictures must comply with [GSAXcess® Photograph Taking Guidelines](http://www.gsa.gov/gsa/cm_attachments/GSA_BASIC/phototakinguidelines_R2-sD3U_0Z5RDZ-i34K-pR.doc) and [GSAXcess® Photograph Naming Conventions](http://www.gsa.gov/gsa/cm_attachments/GSA_BASIC/GSAXcessphotographnamingconventions_R2-sD3U_0Z5RDZ-i34K-pR.doc) prior to transmission. Incorrect formats or naming will delay the posting of photographs. Once an agency has reported the item as excess, photographs should be sent to GSA as soon as possible.

**Batch Customers:**

* Send photographs by File Transfer Protocol (SFTP), like you would your data file.
* All transferred files must be sent in the binary mode.
* When submitting replacement photographs, use the same method above. If more than one photograph per Item Control Number was originally submitted, send only the replacement photograph and not the entire set.

**GSAXcess**® **Document Naming Conventions**

When documents are submitted by the reporting activity to be posted to GSAXcess®, the naming of the file must meet the conditions below:

* Each document must be identified by a separate document filename; no more than 10 documents can be submitted for a single Item Control Number (ICN).

* The document filename begins with the ICN, \_ (underscore) and the name of the file. For e.g. 12358630250001\_manual.pdf. The file name can be 20 characters long after the “\_” (underscore).
* The valid files can be .JPEG, .JPG, .RTF, .DOC, .DOCX, .PDF, .GIF, .PNG, .TXT, .XLS, or .XLSX

**GSAXcess Document Transmission Guidelines**

Documents/manuals related to the federal excess personal property reported as excess can be submitted by the reporting activity by batch process for display in GSAXcess. All documents must comply with [GSAXcess® Document Naming Conventions](http://www.gsa.gov/gsa/cm_attachments/GSA_BASIC/GSAXcessphotographnamingconventions_R2-sD3U_0Z5RDZ-i34K-pR.doc) prior to transmission. Incorrect formats or naming will delay the posting of documents. Once an agency has reported the item as excess, documents should be sent to GSA as soon as possible.