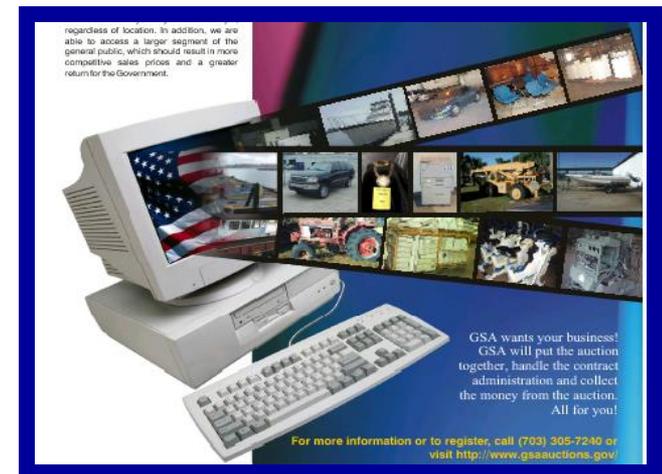




GREAT LAKES REGION 5 PERSONAL PROPERTY MANAGEMENT

Maria Lopez (IL & WI)
Area Property Officer
Ph: 312-886-8994
Fax: 312-353-0807
maria.lopez@gsa.gov



Reporting Excess Personal Property

Federal Management Regulation (FMR) 102-36.215 through 240.

****All executive agencies are required to report their excess personal property to GSA.**

****All excess personal property includes excess personal property to which the government holds title but is in the custody of federal agencies' contractors, cooperatives, or project grantees.**

Reporting Excess Continues...

Three Methods:

- On-line
- Batch
- Report of Excess Personal Property (SF-120)

Reference: 41 CFR 102-36.210
through 102-36.240

Agency Internal Reporting Requirements

Agency Asset Management System (AAMS)

- General Services Administration (GSA)
- Veteran Affairs Medical Center (VAMC)
- Department of Energy (DOE)
- U.S. Census Bureau
- U.S. Department of Agricultural (USDA)

Preparing to Report Property

You must determine...

- **The Property Type:**
 - **Non-Reimbursable (Excess/Surplus)**
 - **Reimbursable (Exchange Sale)**
- **Acquisition cost:**
 - **As it is recorded in the financial and accounting records of the holding agency.**
- **The Federal Supply Class (FSC): Groups/Classes**
 - **Determine the correct FSC**

Preparing to Report Property Continues...

Condition Codes:

- New (1) - Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
- Usable (4) - Property which shows some wear, but can be used without significant repair.
- Repairable (7) - Property which is unusable in its current condition but can be economically repaired.
- Salvage (X) - Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
- Scrap (S) - Property which has no value except for its basic material content.

Preparing to Report Property Continues... Federal Supply Class (FSC):

The Federal Supply Classification System permits the classification of all items used by the Federal Government.

- Items are classified in a four-digit class.
 - First two digits: group or major category of commodities.
 - Last two digits: the class or the subdivision within a group.
- Groups cover a broad range of categories and are further broken down by classes.

Describing Property

Property Descriptions are Significant...

- Vehicles
- Miscellaneous Property
- Generators
- Heavy Equipment
- Boats & Boat Motors



Describing Vehicles

When reporting vehicles for disposal you must provide the:

- Year of manufacture
- Make – Name of manufacture
- Model – Name of vehicle
- Body Style - Sedan (4 door), Coupe (2 door), Pickup, Truck, Cab/Chassis
- Vehicle Identification Number (VIN)
- Mileage (can be estimated)
- Number of Cylinders

Describing Vehicles Continues...

- Fuel Type – Gasoline or Diesel
- Color
- Number of Doors
- Transmission Type – Automatic (AT), Standard (ST) (can include 4 or 5 speed)
- Options List - Air Conditioning (AC), Power Steering (PS), Power Brakes (PB), Etc.
- Driveline – 4X2, 4X4, 6X6
- Tonnage – $\frac{3}{4}$ Ton, 2 Ton, 5 Ton
- ID Number



Describing Vehicles Continues...

Condition codes repairable, S or X. Should include as much information as possible including all repairs and deficiencies.

- Is the vehicle operable or inoperable.
- Repairs list should include problems with:
 - Mechanical – Engine, Transmission, Drive Train
 - Electrical - Heat and Air, Power Options
 - Cosmetic - Cracked Windshield, Paint, Interior
 - Accident/Frame Damage (may require salvage title)
 - Flood Damage (must be disclosed on title)

Describing Vehicles Continues...

FSC's 2310 and 2320 – all fields are mandatory except Color Gradient

Federal Supply Class/National Stock Number * 2310 National Item Ident

Special Instructions:

- Contractor Inventory
- OverSeas Inventory

Model

Item Name *

Special Description Code and Text

Quantity *

Unit of Issue *

Original Acquisition Cost (per Unit) *

Fair Market Value (per Unit)

Condition *

Hazardous *

Flight Safety Critical Aircraft Part *

Demilitarization *

Manufacturer

New/Unused Usable

No Hazardous Mater

Blank E F

GSAxcess® - Vehicle Information - Microsoft Internet Ex...

Number of Cylinders:

Model Year:

Fuel Type:

Body Style:

Vehicle Identification Number:

Make:

Model:

Estimated Mileage:

Color:

Color Gradient:

Submit

Description of a Vehicle

Example:

2000 Ford F150 Regular Cab Pickup, VIN: 1F456123H12345687, Mi: 87,000, V8, Gasoline, Dark Blue, 2-DR, AT/AC/PS/PB/PDL/PW/CC. Repairs required but not limited to oil leak, air conditioner, flat tire, vehicle is in operable condition.



Describing Miscellaneous Property

Descriptions for miscellaneous property should include:

- Manufactures name
- Model number
- Serial Number/Part Number
- Quantity
- Other details such as color and size
- Condition of property should indicate any known repairs or deficiencies such as parts that are missing or broken.

GSAXcess® required fields for ADP are:

- Hardware Type
- Equipment Type
- Processor

You can also include:

- Processor Speed
- Ram
- Hard Disk Size
- Hard Disk Status

Federal Supply Class/National Stock Number *	7010	National Item Identification Num
Hardware Type *	DESKTOP SYSTEM	
Equipment Type *	WINDOWS	
Processor *		
Processing Speed		
RAM		
Hard Disk Size		
Hard Disk Status *	<input type="radio"/> Sanitized <input type="radio"/> Not Sanitized <input type="radio"/> Remov	
Is Equipment for Computers for Learning (CFL)? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Make *	DELL	
Model *		
Item Name *	COMPUTER DESKTOP SYSTEM DELL	

The system default is set to yes for Computers for Learning

Describing Generators

Generator descriptions should include all the information required for miscellaneous property...

- Manufacture Name
- Model Number
- Serial Number
- Quantity

They will also include:

- Fuel Type – Gasoline, Diesel
- Kilowatts
- Hours



Description of a Generator

Example:

One lot consisting of: Generators, Onan, mdl: 45G628,45KW, 23 hrs, Gasoline. Repairs Required, parts missing, battery missing, weathered stored outdoors.

Describing Heavy Equipment

Descriptions include:

- Manufacture
- Model
- Engine Type and Size
- Serial Number
- Hours
- Fuel Type
- Tonnage



Condition should indicate if the equipment is operational.

Description of Heavy Equipment

Example:

Backhoe Loader, 1989 Caterpillar, mdl: 426, Perkins diesel engine, shuttle shift w/ manual transmission, 4x4, 10,226 hrs., SN: 7BC04169; Used/Operable.



Describing Boats and Boat Motors

When reporting boats for disposal you will be required to provide:

- Hull ID Number
- Year
- Manufacture/Make
- Model
- Body Style (such as pontoon or runabout)
- Fuel Type
- Number of Cylinders



This information is necessary for the Certificate to Obtain Title (SF97).

Describing Boats and Boat Motors Continues...

Your property description should also include the following information:

- Engine type (inboard or outboard)
- Engine size
- Length
- Horse power
- Number of hours on the engine
- And trailer information if necessary

Some states require outboard boat motors to be titled.

Description of Boat and Boat Motor

Example:

1979, Monark, Seville, 26 ft Sport-Boat, SN: MAK353030379, Gasoline Stern drive. Repairs required but not limited to cracked hull, engine needs repairs.



Descriptions and Photos

Providing accurate and complete descriptions along with clear detailed pictures of your excess and surplus property will....

- Ensure Maximum Return on Investment
- Save you time
- Limits Rejection/Claims

Must we report all excess personal property to GSA? FMR 102-36.220

Generally yes, regardless of the condition codes, except as authorized in section 102-36.145 for direct transfers or as exempted in paragraph (b).

(b) You are not required to report the following types of excess personal property to GSA for screening.

(1) Property determined appropriate for abandonment and destruction - 102-36.305.

(2) Nonappropriated fund property - 102-36.165.

(4) Scrap, except aircraft in scrap condition.



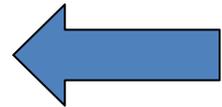
AAMS Property Report Data Creation

[Print Report](#) [More Items & Retain Common Data Only](#) [More Items & Redisplay all Data](#) [Submit](#) [Save and Menu](#) [Save and Quit](#) [Back](#) [Help](#)

Fields marked with an asterisk * are required.

Item Control Number * - - -

[Upload Multiple ICN Pictures Documents](#)



Agency Bureau * 4709 Federal Supply Service, All Other

Agency Address Contact *

Upload Pictures

[Reporting Agency Address](#) *
 Check if Reporting Agency Address and Property Location information are the same

City State ZIP -

Select City: CHICAGO

[Point of Contact](#) *
 Check if Point of Contact and Property Custodian information are the same

First Name Last Name

Phone - - Extension

Fax - -

Email Address

CC Email Address

Notify Point of Contact when Available for Sale

[Property Location](#) *



GSAXcess® Picture Upload

Login successful

Click to upload documents

Close

If the "Select Picture Files" button does not open a browse file window, please [click here](#)

+ 1. Select Picture Files.

▶ 2. Prepare Photos for upload.

Koala.jpg

Cancel

Show Pictures

Existing Images

ICN

[Help...](#)

3. Rename Pictures

Click to upload documents

Close

Show Pictures

Existing Images



ICN

Assign

Check All

uncheck All

Upload

Initialize

[Help...](#)

3. Rename Pictures

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.



Koala.jpg

Success: Image(s) have been copied. A background job has been scheduled to process and resize them

Click to upload documents

Close

If the "Select Picture Files" button does not open a browse files window, please [click here](#)

+ 1 Select Picture Files.

Show Pictures

Delete

Delete All

Existing Images



47511P51340001A.JPG

ICN

Assign

Check All

uncheck All

Upload

Initialize

[Help...](#)

3. Rename Pictures

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.



Koala.jpg

Property Report Data Creation

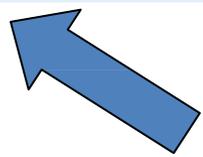
[Save and Menu](#)
[Save and Quit](#)
[Back](#)
[Help](#)

[Report](#)
[More Items & Retain Common Data Only](#)
[More Items & Redisplay all Data](#)
[Submit](#)

Fields marked with an asterisk * are required.



record added -- Serial No = 0001



Item Control Number *

-
 -
 -

[Upload Pictures](#)

Agency Bureau *

1417 National Park Service

[Reporting Agency Address](#) *

City State ZIP -

Check if Reporting Agency Address
 and Property Location information
 are the same

[Point of Contact](#) *

First Name Last Name
 Phone - - Extension
 Fax - -
 Email Address

Check if Point of Contact and
 Property Custodian information
 are the same

Notify Point of Contact when Available for Sale

[Property Location](#) *



[Property Custodian](#) *

First Name Last Name
 Phone - - Extension
 Fax - -



GSAXcess® Main Menu

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CFL Reports

Property Data Update

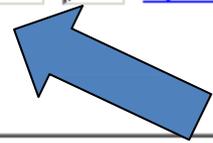
[Back](#) [Help](#)

[Report](#) [Submit](#)

Fields marked with an asterisk* are required.

Enter Item Control Number and Click Submit

1453F2 - 8004 - 0001 - [Upload Pictures](#)



**Enter ICN, submit.
Make changes, submit.**

Item Control Number*

Agency Bureau*

Reporting Agency Address*

Check if Reporting Agency Address

Property Location in

the same

Point of Contact*

Check if Point of Con

Property Custodian inform

the same

Property Location*

Email Address

Notify Point of Contact when Available for Sale



GSAXcess[®] Main Menu

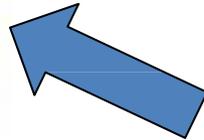
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Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search

Item Name



FURNITURE

Exact Phrase ▼

Choose One Primary Search Criterion:

Federal Supply Group/[Class](#)/National Stock Number



Item Control Number



[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Civilian Agency

Exchange/Sale Only

Date Reported (= OR >)

Surplus Release Date (= OR >)

National Item Identification Number (NIIN)

Input field for NIIN

Input field for NIIN dashes

All DRMO All RCP

Input field for All DRMO/All RCP

All One

Input field for All/One

Date Reported input field (MM/DD/CCYY)

Surplus Release Date input field (MM/DD/CCYY)

Choose one or Several Secondary Criteria:

Condition

Date Reported (= OR >)

Surplus Release Date (= OR >)

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Agency or Agency/Bureau

Civilian Agencies Only

Exchange/Sale Only

States

-Select Condition- ▼

Date Reported input field (MM/DD/CCYY)

Surplus Release Date input field (MM/DD/CCYY)

All DRMO All RCP

Input field for All DRMO/All RCP

Input field for All/One

Input field for All/One

Input field for All/One

Input field for All/One

States input fields: State IL State IN State State State State State



Search



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• Agency Asset Management System (AAMS)	• Energy Asset Disposal System (EADS)	• Interior Asset Disposal System (IADS)	• Report Property • Want List	• Direct Select • PTM

Global Search:

Search Results List of Items

[View Cart \(0\)](#) [Checkout](#)

[Back](#) [Help](#)

Page: 1 [<<< Go To](#)

4 Records match your search

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition Code	Requested Quantity
Add to cart	105203-5133-05151		 OFFICE FURNITURE	7110	IN	1	LOT	05/27/2015	Usable	
Add to cart	135201-5134-7461		 OFFICE FURNITURE	7110	IN	1	LOT	05/28/2015	Usable	
Add to cart	695169-5107-5001		SYSTEM FURNITURE 10X	7110	IN	10	LOT	05/26/2015	Usable	
Add to cart	695169-5107-6001		SYSTEM FURNITURE 10X	7110	IN	10	LOT	05/26/2015	Usable	



[View Cart \(0\)](#) [Checkout](#)

[Back](#) [Help](#)

[Add To Cart](#)[View Cart\(0\)](#)[Checkout](#)[Back](#)[Print](#)[Help](#)

Item Information

Item Control Number: **105203513305151** Screening Ends: **May 27, 2015**
Item Name: **OFFICE FURNITURE**
Item Description: 1 LOT OF CONFERENCE ROOM CHAIRS CONSISTING OF APPROXIMATELY 12 ROLLING BARREL CHAIRS WITH FABRIC SEAT CUSHIONS, 4 ROLLING CHAIRS WITH ARMS AND FABRIC CUSHIONS, AND 1 ERGONOMIC DESK CHAIR. ALL WERE IN GOOD TO FAIR CONDITION WHEN REMOVED FROM SERVICE, BUT CURRENT CONDITION IS NOT GUARANTEED. MUST BE PICKED UP IN EVANSVILLE INDIANA, CAN NOT BE SHIPPED. ALL PICKUP AND TRANSPORTATION COSTS ARE THE RESPONSIBILITY OF THE RECIPIENT. NO DOCK OR LOADING ASSISTANCE IS AVAILABLE AT THIS LOCATION.

FSC/National Stock Number: 7110
Quantity Available: 1 LOT Quantity Requested:
Original Unit Acquisition Cost: \$5,000.00
Total Acquisition Cost: \$5,000.00
Agency Bureau: 1005 - District Courts of the United States
Fair Market Value:
Condition: Usable
Make/Manufacturer's Name:
Part Number:
Model: UNKNOWN
Date of Manufacture:
Hazardous: No
Demilitarization: No

Item Location

U.S. DISTRICT COURT
101 NW MARTIN LUTHER KING BLVD
ROOM 304

Item Photos



Go Green... Reuse is Recycling!



Reusing this item instead of buying new is like saving the carbon equivalent of ...

93.36 gallons of gasoline used

Select an

Equivalency:

View and Update Selection Cart

There are 1 items (ICNs) in your cart

[Continue Selecting](#) [Checkout](#)

[Back](#) [Help](#)

[Update Cart](#)

You may update your cart, checkout or continue selecting

Page: 1

Select	Item Control Number	Activity	Surplus Release Date	Reimbursable	Quantity Available	Quantity Requested by others	Quantity Selected	Priority Situation	Item Name or Error Message
Delete	105203-5133-05151	105203	05/27/2015		1		<input type="text" value="1"/>	<div style="border: 1px solid black; padding: 2px;"> --Select Priority-- --Select Priority-- AL - DR 1908 Flooding AL - DR 1971 Tomadoes AR - DR 1975 Tomadoes Cannibalization CO - DR 4145 Flooding CT - DR 4087 Sandy GA - DR 1973 Tomadoes Haiti Relief IL - DR 1935 Storms IL - DR 1960 Storms IL - DR 1991 Flooding IN - DR 1997 Tomadoes IN - DR 4058 Tomadoes KY - DR 1976 Tomadoes KY - DR 4057 Tomadoes LA - DR 1603 Katrina LA - DR 4080 Isaac LA - Horizon Oil Spill MO - DR 1980 Tomadoes </div>	OFFICE FURNITURE

[Update Cart](#)

[\[FAS Home\]](#) | [\[GSAXcess® Browser Troubleshooting Guide\]](#) | [\[GSA Home\]](#) | [\[Support\]](#)



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Monitoring.

User Profile Screen

[Back](#) [Help](#)

[Submit](#)

Activity Address Code	<input type="text" value="47511P"/>
First Name	<input type="text" value="MARIA"/> Middle Initial <input type="text" value="L"/> Last Name <input type="text" value="LOPEZ"/>
Phone No	<input type="text" value="312"/> - <input type="text" value="886"/> - <input type="text" value="8996"/> Extn: <input type="text"/>
***** AGENCY APPROVAL *****	
Name	CANDICE WADDLES
Room No	3280
Fax No	312 353 0807
Email	CANDICE.WADDLES@GSA.GOV
Agency Bureau	
Shipping Address Attention	<input type="text" value="GSA FAS PPM"/>
Address Line 1	<input type="text" value="230 S DEARBORN ST"/>
Address Line 2	<input type="text" value="RM 3800"/>
Address Line 3	<input type="text" value="CHICAGO IL 60604"/>
Address Line 4	<input type="text"/>

[Submit](#)

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Update and Checkout Your Cart

Requestor Information Completed - Submit this Transfer Control No

[Back](#) [Help](#)

[View Cart](#) [Continue Selection](#)

There are 1 items (ICNs) and 1 Transfer Orders in your cart

USER PROFILE [\[<< Edit User Profile >>\]](#)

Name: MARIA LOPEZ Phone: 312-886-8996 Activity Address Code: 47511P
 Approving Official Name: CANDICE WADDLES Fax: 312-353-0807 Email: CANDICE.WADDLES@GSA.GOV
 Ship To Address: GSA UTILIZATION AND DONATION SVC 230 S DEARBORN STREET CHICAGO IL

Generated Transfer Control Number: 99-0-2772-23 [Submit This Transfer Order Request](#)

[Review Completed Transfer Order Requests](#)

Item Control Number	Item Name	Activity	Surplus Release Date	Reimbursable	Quantity Available	Quantity Requested by Others	Quantity Selected	Option	Priority
105203 5133 05151	OFFICE FURNITURE	105203	05/27/2015		1		<input type="text" value="1"/>	Change Qty	

Generated Transfer Control Number: 99-0-2772-23 [Submit This Transfer Order Request](#)

[Review Completed Transfer Order Requests](#)



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• Energy Asset Disposal System (EADS)

• Interior Asset Disposal System (IADS)

• Report Property

Global Search

Exact Phrase ▾

Go!

Basic Search Options

Checkout Confirmation

Checked-out Transfer Orders : 1 (1 ICNs)

View Cart (0) **Continue Selecting**

You have successfully checked out this Transfer Order 990277224
There are no more items in the shopping cart to be checked out.

Transfer Control Number	Item Control Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Priority Situation
99-0-2772-24	105203-5133-05151	1		1	None

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Log into
[GSAXcess.gov](https://gsaxcess.gov)

Questions?

Veterans “Thank You for your service to our country”



Remember to schedule your appointment