



Southeast-Great Lakes Zone

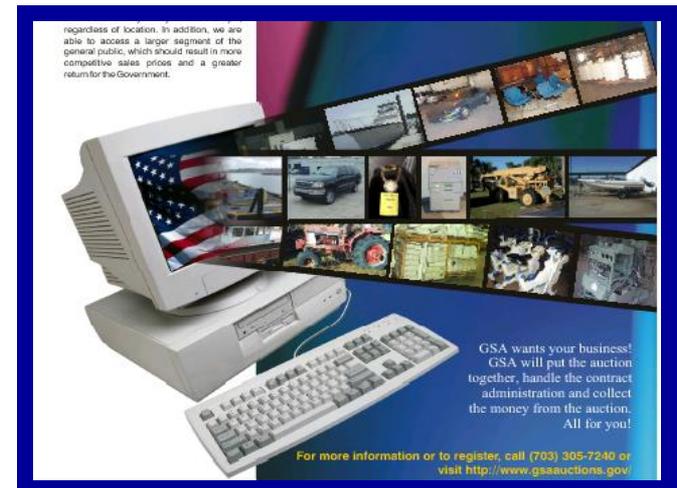
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Reporting Excess Personal Property

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.**

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)
- Original Acquisition cost:
 - Amount from property book
- 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...

- Vehicle
- IT Equipment
- Generators
- Heavy Equipment



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
- License or ID Number

Describing Vehicles Continues...

Condition codes 7, S and X should include as much information as possible. All repairs and deficiencies should be listed.

- 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

Item Name *

Special Description Code and Text

Quantity *

[Unit of Issue](#) *

Original Acquisition Cost (per Unit) *

Fair Market Value (per Unit)

Condition * New/Unused Usable

Hazardous * No Hazardous Mater

Flight Safety Critical Aircraft Part * Blank E F

[Demilitarization](#) *

Manufacturer

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 Electronic Items (FSC 70)

Description for electronic items should include:

- Hardware Type
- Equipment Type
- Processor
- Processing Speed
- RAM
- Hard Disk Size
- Other details such as condition of property should indicate if any known repairs are require, including if the hard-drive has been removed.

GSAXcess® required fields for APDE are:

- Hardware Type
- Equipment Type
- Processor

You can also include:

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

<u>Federal Supply Class/National Stock Number</u> *	7010	National Item Identification Num
<u>Hardware Type</u> *	DESKTOP SYSTEM	
<u>Equipment Type</u> *	WINDOWS	
<u>Processor</u> *		
<u>Processing Speed</u>		
<u>RAM</u>		
<u>Hard Disk Size</u>		
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	
<u>Make</u> *	DELL	
<u>Model</u> *		
<u>Item Name</u> *	COMPUTER DESKTOP SYSTEM DELL	

The system default is set to yes for Computers for Learning

Federal Acquisition Service

GSAXcess® - Property Data Sheet

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Item Information

Item Control Number: **68040291480701** Screening Ends: **June 18, 2019**
Item Name: **COMPUTER LAPTOP DELL COMPUTER UNKNOWN**
Item Description: 1 LOT CONSISTING OF 3 EA DELL LAPTOP NOTEBOOK, LATITUDE D830,HARD DRIVES SCRUBBED, 2 EA DELL DOCKING STATIONS.
FSC/National Stock Number: 7010
Quantity Available: 1 EACH Quantity Requested:
Original Unit Acquisition Cost: \$1,200.00
Total Acquisition Cost: \$1,200.00
Agency Bureau: 6800 - Environmental Protection Agency
Fair Market Value:
Condition: Usable
Make/Manufacturer's Name: DELL
Part Number:
Model: COMPUTER
Date of Manufacture:
Hazardous: No
Demilitarization: No

Item Photos



Item Location

DLA Site Storage Location

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.



Descriptions and Photos

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

- Save you time
- Limits Rejection/Claims

Questions?