Southeast-Great Lakes Zone

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Reporting Excess Personal Property


**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 – ¾ 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
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 required, 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

The system default is set to yes for Computers for Learning.
### Item Information

<table>
<thead>
<tr>
<th>Item Control Number</th>
<th>Screening Ends:</th>
<th>Item Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>68040291480701</td>
<td>June 18, 2019</td>
<td>COMPUTER LAPTOP DELL COMPUTER UNKNOWN</td>
</tr>
</tbody>
</table>

**Item Description:**

1 LOT CONSISTING OF 3 EA DELL LAPTOP NOTEBOOK, LATITUDE D630, HARD DRIVES SCRUBBED, 2 EA DELL DOCKING STATIONS.

- **FSC/National Stock Number:** 7010
- **Quantity Available:** 1 EACH
- **Original Unit Acquisition Cost:** $1,200.00
- **Total Acquisition Cost:** $1,200.00
- **Agency Bureau:** 6800 - Environmental Protection Agency
- **Condition:** Usable
- **Make/Manufacturer's Name:** DELL
- **Model:** COMPUTER
- **Date of Manufacture:**
- **Hazardous:** No
- **Demilitarization:** No

### Item Location

<table>
<thead>
<tr>
<th>DLA Site Storage Location</th>
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<tbody>
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</tbody>
</table>

### Item Photos

- ![Image of the laptop](image-url)
  - Description of the image: A close-up view of the laptop.
- ![Image of the laptop](image-url)
  - Description of the image: Another angle of the laptop.

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*Note: The image-url placeholder should be replaced with the actual URL.*
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:

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?