



U.S. General Services Administration

**Federal Acquisition Service (FAS)
Office of Personal Property
Management**

**User Guide For GSAXcess®
Agency Asset Management System (AAMS)
Department of Veterans Affairs**

GSAXcess-AAMS-UG-01.00

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About GSAXcess®/AAMS

What is GSAXcess®/AAMS?

The Federal Disposal System (GSAXcess®) is the General Services Administration (GSA) computer system for recording, tracking and controlling the nationwide inventory of excess and surplus property of the Federal government. The Agency Asset Management System (AAMS) is a module contained within GSAXcess®. AAMS provides automated data systems support for your Agency's nation-wide personal property needs. AAMS primary goals are to simplify and improve internal screening. We have achieved this by eliminating duplicate data entry, reducing paperwork, increasing Federal agency reutilization and eliminating the need for new VA personal property system development.

VA personnel can use GSAXcess®/AAMS to report property for internal screening, excess screening and to compete for internal/excess/surplus property. GSAXcess®/AAMS tracks the progress of the property as it moves from the internal screening process, redistribution and excess stage of disposal to the donation or surplus stage. At the Internal Screening level, VA determines the length of time property will be screened and whether or not the property being internally screened proceeds to the Federal excess and surplus cycle. AAMS provides the necessary tools and automated transfer document to each respective VA activity to make informed, intelligent determinations by reviewing requests for the property and allocating the property to qualified VA entities, e.g., VA Headquarters/field offices, VA contractors or other programs.

GSA personnel control property as it moves through the normal Federal utilization and donation cycle. GSAXcess® allows each of the respective GSA regional offices to make a final determination by reviewing requests for the property and allocating the property to qualified Federal, State, or other organizations. After allocation, GSAXcess® creates the appropriate transfer order documents required to complete transfer of the property. GSAXcess® is designed as a real-time system with an on-line data base

Who can use GSAXcess®/AAMS?

GSAXcess®/AAMS is not provided to the general public.

GSAXcess® is available to three groups of users: Federal agencies, authorized non-Federal recipients, and State Agencies for Surplus Property (SASP). Non-Federal recipients are activities which receive excess property through a Federal sponsor but are themselves neither Federal agencies nor donees. Examples of sponsoring organizations include the Department of Interior, Bureau of Indian Affairs; the US Department of Agriculture, State Extension Service; the National Science Foundation; the Department of Labor, Employment/Training Administration; and the Department of Justice, US Marshals Service or eligible recipients of Federal Property e.g. 1890 Land Grant Schools, Historical Black Colleges and Universities. **AAMS is exclusive to VA.** AAMS provides VA users the capability to screen VA personal property in real time. Under AAMS, VA personnel and contractors can screen VA property before it proceeds into the normal (Federal) disposal cycle.

How to Print and/or Download this Document

To Print a Section (recommended)

To print a section, simply click on the section name from the Table of Contents on the left side, and click the browser print button.

To Download the Entire Document

To download the entire document (208 pages, 7 MB in size), click here:

http://gsaccess.gov/htm/userguides/AAMS_VA_Users_guide.pdf.

Be advised that this file can take 5 minutes or longer to download, depending on the speed of your computer.

Hardware and Software Requirements

What do I need?

To run GSAXcess® you will need a computer, modem, and communications software. You will need Internet service to communicate with GSAXcess®. If your subscription does not include a browser, then you should also purchase browser software. Consult your Internet subscription company for further information.

GSAXcess® Browser Trouble Shooting Guide?

Should a user have difficulty accessing [GSAXcess®](#), it may be a browser problem. Listed below are some troubleshooting questions and solutions:

Why Doesn't the GSAXcess® login screen open when clicking on the GSAXcess® login hyperlink?

This may be a browser memory problem. If the browser's cache memory and history files are not cleared, it can prevent the GSAXcess® login screen from opening and can also generate problems and error messages.

Which browsers does GSAXcess® support?

This website supports Netscape Version 4.79 or higher and Microsoft Internet Explorer 5.5 or higher. Using other browsers or an older version of Netscape or Internet Explorer may prevent web pages from functioning or being displayed properly.

How does a user identify which browser and browser version is being used?

Step 1. On the "Help" menu, click on "Help About Communicator" or "Help About Internet Explorer."

Step 2. A separate window will display browser type and browser version.

For Microsoft Internet Explorer and Netscape Navigator browsers' detailed information, view the following:

- [Netscape Navigator Browser's Frequently Asked Questions](#)
- [Microsoft Internet Explorer Browser's Frequently Asked Questions](#)

If none of the above solutions work, call the Property Management Division of the GSA Federal Acquisition Service at 703-605-2907 between the hours of 8:00 a.m. and 4:30 p.m. Eastern Time, Mondays through Fridays.

Gaining Access

How do I gain access to GSAXcess®?

Logging into the GSAXcess® personal property disposal system requires a User ID and a Password to connect users to the system. Requests for User IDs must be made in writing by letter or email to the appropriate Veteran's Affairs Property Management [National Utilization Officer \(NUO\)](#).

The application should provide the name, telephone number, User ID, Password and Activity Address Code for each user. The User ID will be six characters while the personal Password determined by the applicant can be up to eight characters long. (alphabetic, numeric, or a mix of alphabetic and numeric). The application should also specify by user the level of access required. There are several levels of access:

Search only Search and freeze Report Transfer

Users who report property to GSAXcess®/AAMS who represent more than one Activity Address Code do not need to have multiple User IDs. The GSAXcess®/AAMS system allows users with more than one Activity Address Code to change the code when necessary while reporting property. If you represent multiple Activity Address Codes, choose the most active code as your default when you apply for permission to use the system. This will become your default Activity Address Code which you may change as necessary.

What is the GSAXcess® website address?

The GSAXcess® Web Page is found at <http://GSAXcess.gov/>

Navigating in GSAXcess®:

Software packages differ in the techniques deployed in navigation of a screen. Various screen movements and software techniques are discussed below.

How do I navigate from field to field?

Use the mouse to click on the first field on each screen to enter data. The Internet software automatically places the cursor in the first column of the field. Use the tab key or the mouse to move from field to field. Shift and Tab can also be used simultaneously to move from a lower field to a field higher on the screen.

To move from the bottom of the screen to the top of the screen and from function to function within GSAXcess®, hold down the shift key and press the tab key. Also, most of the screens are seamless, that is, pressing tab after the last field on the screen moves the cursor directly to the top of the same screen while using shift and tab from the top of the screen moves the cursor directly to the last field on the same screen.

How do I delete an entry?

- Highlight the entry by placing the cursor at the beginning or ending of the entry. Click the left button on the mouse and drag over the entry to be replaced and type over with the new entry.
- Highlight the entry and depress the Delete button.
- Highlight the entry and depress the Backspace button.
- Depress the Backspace button the appropriate number of times to delete the entry.

How do I print a GSAXcess® page?

To save a GSAXcess® page to a word document:

1. Press the "Print Screen" button on your keyboard. This will place the GSAXCESS® page in a temporary work space called "Clipboard"
2. Open a new document in Microsoft Word or similar word processing software.
3. Click on the Clipboard icon on the Word Toolbar, or use a similar paste command if you are using different word processing software, or use edit and paste for WordPad.
The GSAXCESS® page will appear.
4. Click the Print icon or use other print commands found in your word processing software.

To print a Screen Directly From GSAXcess®:

1. Click the print button on your browser to send the entire screen to the printer.
Some screens in GSAXcess® have a print button.

Log On Screens and Main Menu

How can I get to GSAXcess® quickly?

Set up a desktop shortcut to GSAXcess® by entering <http://GSAXcess.gov/> in your browser address bar and click Go.

You will be directed to the GSAXcess® Homepage.

Right click your mouse and select Create Shortcut from the menu selection.

How do I connect with GSAXcess®? How do I logon?

Select the GSA Web Site Address at: <http://GSAXcess.gov/> or click on your desktop shortcut icon.

Click on the GSAXcess® Login Button for live production in the top right-hand corner of the GSAXcess® homepage or for GSAXcess® Practice, click on the GSAXcess® Practice Home hyperlink located on the bottom right-hand corner of the GSAXcess® homepage.

The screenshot shows the GSAXcess® homepage with the following elements:

- Header:** GSA U.S. General Services Administration
- Navigation Bar:** User Guides, FAQ, Program Links, Contact Links, GSAXcess® HelpDesk
- Main Content:**
 - Welcome to GSAXcess®
 - Click Login Button to Login
 - GSAXcess® Login** (highlighted with a red arrow)
 - GSAXcess® HelpDesk (1-866-333-7472)
 - CFL HelpDesk (1-866-472-9161)
 - GSAXcess® Register** (highlighted with a red arrow)
 - GSAXcess® Practice Home
 - Ask The Expert (multiple instances)
- Left Sidebar:**
 - Excess Personal Property Transfers to Federal Agencies
 - Property Donations Through State Agencies for Surplus Property
 - Area Property Officers
 - National Utilization Officer Contacts
 - Personal Property Management Offices
 - GSAXcess® Browser Troubleshooting Guide
 - GSAXcess® Training Presentations
 - CFL Training Presentations
 - What's New

You will be directed to the GSAXcess® Production or Practice Login Screen.

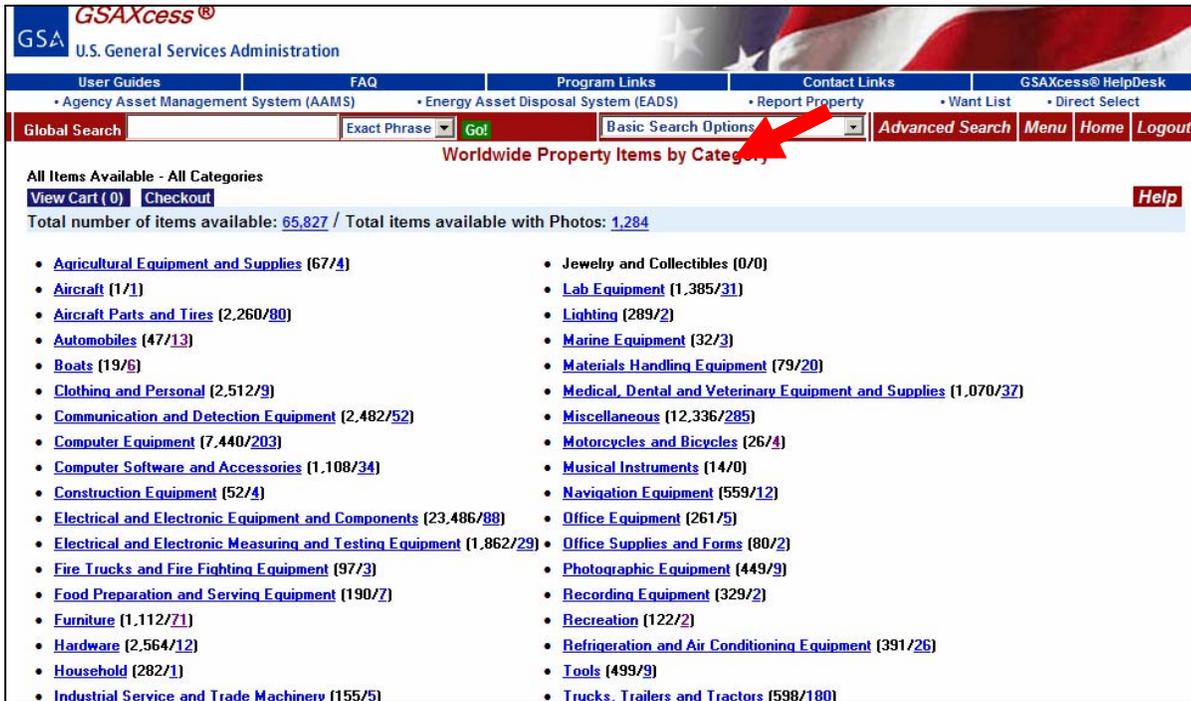
The screenshot shows the GSAXcess® Production or Practice Login Screen with the following elements:

- Header:** GSA U.S. General Services Administration
- Navigation Bar:** User Guides, FAQ, GSAXcess® HelpDesk, Program Links, Contact Links
- Main Content:**
 - Welcome to GSAXcess®
 - Enter Access code and Password then click **GSAXcess® Login** (highlighted with a red arrow)
 - Access Code:
 - Password: **Login**
 - Change Password? Enter Access Code, Password and [Click here](#).
 - Forgot Password? Enter Access Code and [Click here](#).
 - Update User Contact Information? Enter Access Code, Password and [Click here](#).
 - GSAXcess® HelpDesk (1-866-333-7472)
 - GSAXcess® Register
 - GSAXcess® Practice Home
 - Click here to go to [GSAXcess® Practice Home](#).
- Footer:**
 - [FSS Home] [GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Supported Browsers]
 - FIRST GOV .gov

Enter your User ID and Password, and click the LOGIN button.

After I log-on, what happens next?

The System displays the Search Worldwide Property by Category search screen in both the Production and Practice environment. The Search Worldwide Property by Category is always the first page you see after log-on. A detailed explanation of what the Search Worldwide Property by Category page is and how it functions is located in the Search Functions section under “[Search Worldwide Property by Category](#)”.



NOTE: When you are in the Practice module, all screens have Practice in the upper left-hand corner next to the GSA logo to distinguish between Production (live data) and Practice (test data).



Live Production GSAXcess® – the GSAXcess® Production module contains live data of real time transactions.

GSAXcess® Practice Module

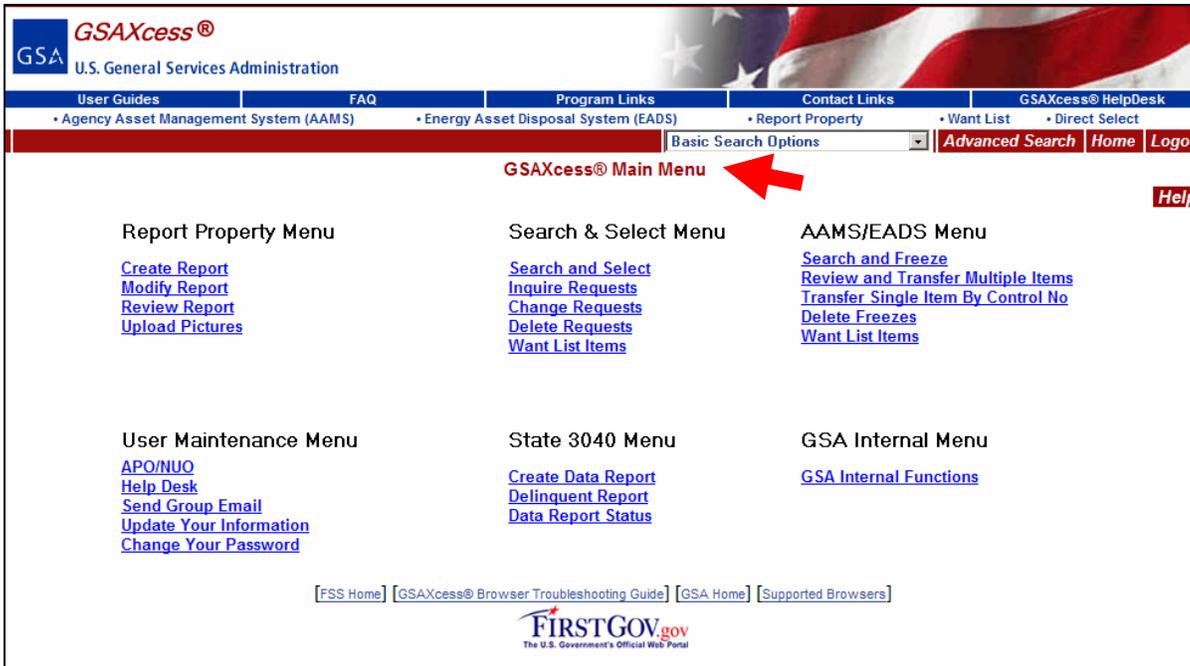
One of the many user-friendly features of the system is the ability for users to "practice" with real information. GSAXcess® users can practice without fear of an unnecessary transaction occurring. If you are interested in "test-driving" without the fear of crashing, click the GSAXcess® Practice Home hyperlink to Log into the GSAXcess® Practice Module. The practice system is identical to the GSAXcess® production system. If you encounter any difficulty, use the Help Screens. The Help Screens will lead you through the entire process.

How do I access the Main Menu screen?

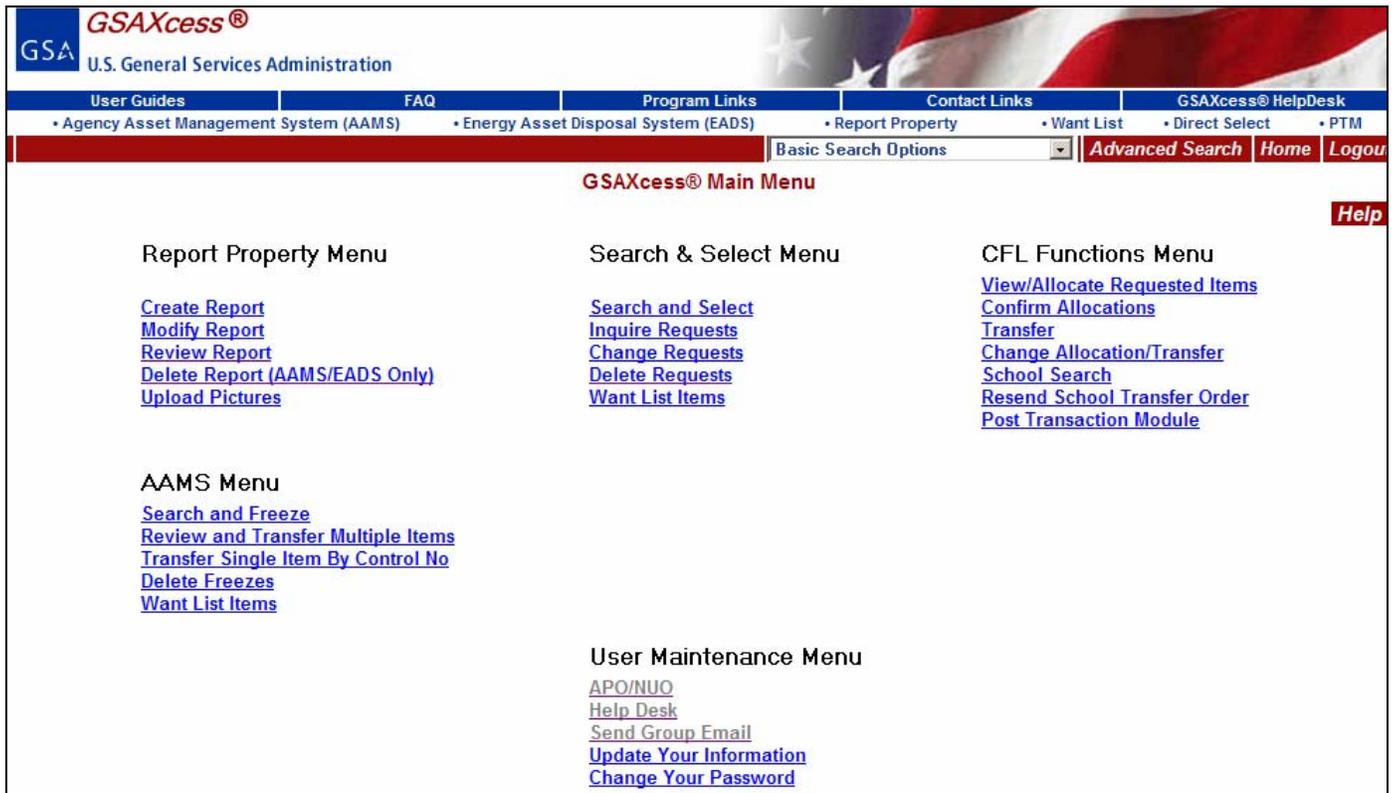
Click on the Menu box in the Red Banner at the top of the GSAXcess® screen.

The screenshot shows the GSAXcess® website interface. At the top, there is a red banner with navigation links: [Menu](#), [Home](#), and [Logout](#). A red arrow points to the [Menu](#) button. Below the banner, the page displays "Worldwide Property Items by Category" and a list of categories with item counts. At the bottom, there are links for [FSS Home](#), [GSAXcess® Browser Troubleshooting Guide](#), [GSA Home](#), and [Supported Browsers](#). The **FIRSTGOV.gov** logo is also visible.

The system displays the Main Menu items based upon your permission. For example, the Main Menu screen displayed below is a user with all permissions available. Menu options that are grayed out indicate the user doesn't have permission to view those functions. If you think you should have certain permissions, contact your National Utilization Officer (NUO) for access. This guide provides detailed instructions for each menu option.



Displayed below is a typical GSAXcess® Main Menu for an AAMS user.



Report Property Menu

This menu option provides you with methods of reporting property in GSAXcess®. For more details, see [Reporting Property in GSAXcess®](#).

Search & Select Menu

This menu option contains property that has been reported to GSAXcess® as excess and is being processed through the normal utilization [excess] and donation [surplus] cycle. You may search and select this property, subject to GSA's final approval. This menu provides options to change and/or delete select requests and to create a "Want List" of items as they become available. For more details, see [Search Functions](#) and [Freezing Property in GSAXcess®](#).

AAMS Menu

This menu option contains property under the jurisdiction and control of those agencies who subscribe to the Agency Asset Management System or Energy Asset Disposal System. This property is undergoing internal Agency screening and has not yet been reported to GSA as excess. Contact your National Utilization Officer for more information about this optional service from GSA.

User Maintenance Menu

This menu option contains user profile, password, and communication maintenance.

How do the Help Screens work?

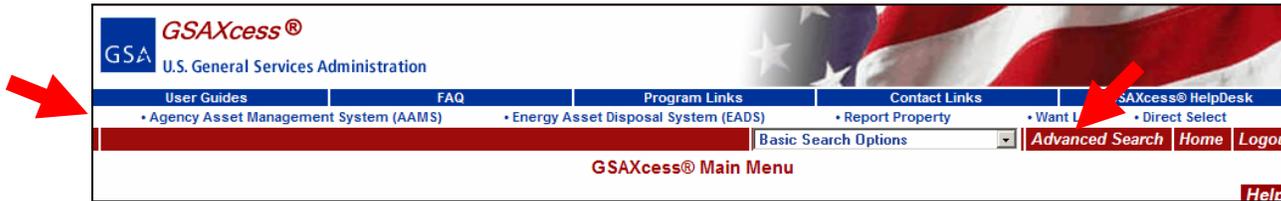
There are HELP screens for most screens in GSAXcess®. These HELP Screens can be viewed by clicking on the HELP button in the right-hand corner of each screen.

Whenever you have a question about the screen display, you will find it helpful to look at the Help screen first. If you cannot find the answer to your question, consult this guide for the answer. If all else fails, you can contact the GSAXcess® HelpDesk by Phone (Toll free) (1-866-333-7472) or By Email GSAXcess@help@gsa.gov.



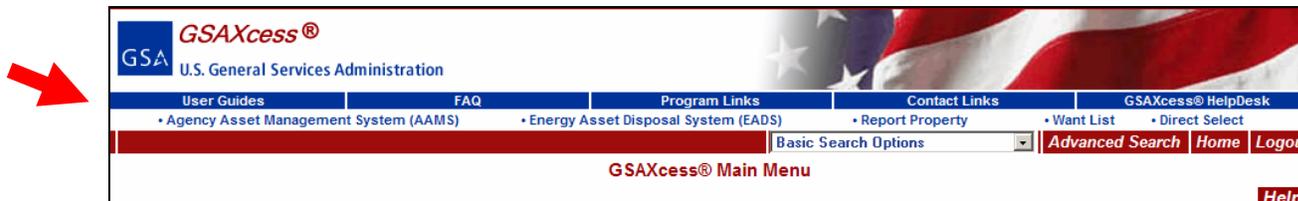
How do I navigate from screen to screen?

GSAXcess® provides several methods for you to navigate from screen to screen. GSAXcess® has common option buttons that display on all screens for navigation and special function buttons that are only displayed for that specific function. Special function buttons will be described within that function. By clicking the desired button you can travel from screen to screen.



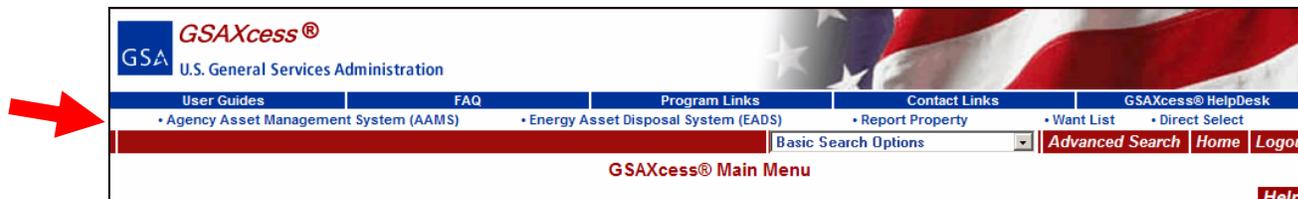
Common Option Buttons located in the Top Blue Bar at the Top of each GSAXcess® page:

- User Guides – Links to all available GSAXcess® user guides.
- FAQ - GSAXcess® Frequently Asked Questions.
- Program Links – Links to other programs of interest.
- Contact Links – Links to GSAXcess® contacts.
- GSAXcess® HelpDesk – Link to GSAXcess® contact and hours of operation information.



Common Hypertext Links highlighted in blue text located in the white bar at the Top of each GSAXcess® page:

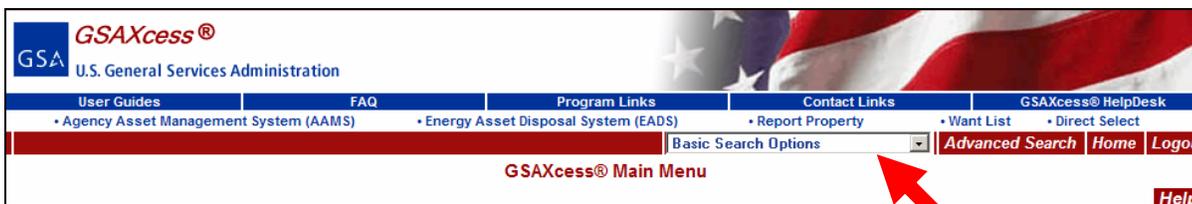
- Agency Asset Management System (AAMS) – Link to AAMS module.
- Energy Asset Disposal System (AAMS) – Link to AAMS module.
- Report Property – Link to Property Report Data Creation input screen.
- Want List – Link to create a “Want List” for property items of interest.
- Direct Select – Link to select property when you already know the Item Control Number.



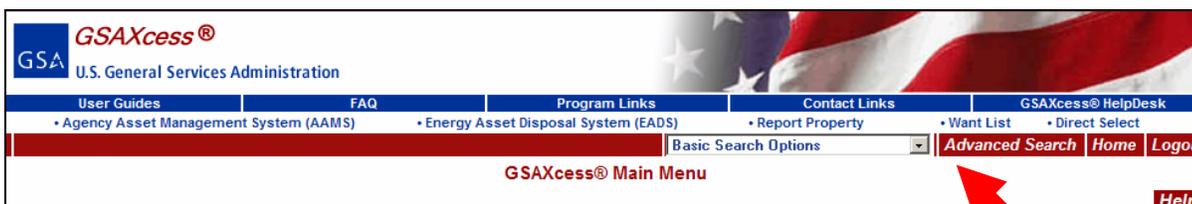
Option Buttons located in the Red Banner Bar at the Top of each GSAXcess® page:

Basic Search Options: The "Basic Search Options" drop down window is located on the red banner. This feature offers the following search options:

- All Items by Category (all available GSAXcess® property)
- All Unused Items by Category (all unused available GSAXcess® property)
- All Items by State (same as All Items by Category except the locality search is first)
- All Unused Items by State (same as All Unused Items by Category except the locality search is first)
- New Items by Category (reported after COB the previous night)
- New Unused Items by Category (reported after COB the previous night)
- New Items by State (reported after COB the previous night)
- New Unused Items by State (reported after COB the previous night)
- Closing Items by Category (not available after COB tonight)
- Closing Unused Items by Category (not available after COB tonight)
- Closing Items by State (not available after COB tonight)
- Closing Unused Items by State (not available after COB tonight)
- Overseas Items (Asia/Japan/Pacific, Caribbean, Europe, Panama/S America & Other)



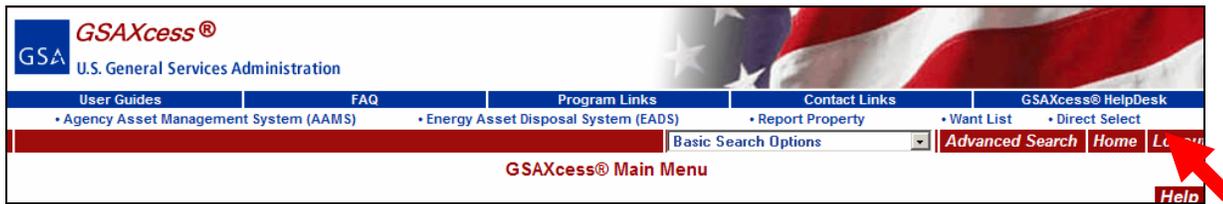
Advanced Search: This button takes you to an **Advanced Search** Screen where you may further refine your property search.



Home: Clicking the **Home** button takes you to the appropriate GSAXcess® login page.



Logout: Clicking the **Logout** button closes your GSAXcess® session and takes you to the GSAXcess® homepage.



Common Buttons displayed on all screens:

- **Help:** Displays the help screen associated with that screen or function.
- **Back:** Returns you to the previous screen. This button is not on the Main Menu Screen.

Internal Screening Basics

What is Internal Screening?

Internal Screening is the process that controls the flow of excess property within a single Federal agency. The process begins when a unit within a Federal agency declares property as excess to the needs of the owning unit. The agency must try to first redistribute the property within the same agency. All units within the agency may compete for the property for a period of time set by the owning agency. No other Federal agency may compete for this property at this time.

During the Internal Screening period, the owning unit may transfer the property to a worthy unit within the agency. If no other unit wants the property, then the agency may allow screening for special interests within the agency in accordance with agency procedures. If the property is still available after the special interest screening, the agency will report the property to GSA to be screened by other Federal agencies via the Federal Excess Screening process.

What are the time frames for Internal Screening?

The time frames used for Internal Screening are established by the owning agency. The Department of Veterans Affairs uses a screening period of 10 days. When you report property to GSAXcess®/AAMS, the system will generate the Excess Release Date to signify the end of the Internal Screening Period (the date you reported the property plus 10 days). Property reported by a given VA Activity Address Code can be screened and transferred to another VA activity.

How do I format the Excess Release Date and Drop After Internal Screening?

AAMS will compute the Excess Release Date by adding 10 days to the date that you put the property into AAMS.

While the system may compute the Excess Release Date for you, the system also allows you to change the Internal Screening time frame when approved by your National Utilization Officer (NUO). You may reduce the time frame whenever you need to employ expedited Internal Screening. For normal property items you should check the “No” radio button for the Drop After Internal Screening Flag. This allows the property to automatically move to government-wide Excess Screening immediately after the Internal Screening period ends. If you do not want a property item to advance to Excess Screening, set the flag to "Yes".

What happens after Internal Screening?

If you set the Drop After Internal Screening Flag to "Yes", the system will drop the property from the GSAXcess®/AAMS data base and return control of the property record to the owning AAMS activity via the Drop File. See the section of this user guide concerning Batch Property Reporting for further information about the Drop file. Items coded with "No" in the Drop After Internal Screening Flag will proceed automatically to the Excess Screening process. See the GSAXcess® system user guide for further information concerning Excess and Surplus property transfers.

Reporting Property

On Line Property Reporting

Where do I start?

Before you attempt to report your property to GSAXcess®/AAMS, follow your agency's procedures for identifying eligible property. You should also have an authorized User ID that allows you to use GSAXcess®/AAMS to report property. (See the Gaining Access section of this user guide for further information). Once you determine that property is excess, examine the property and any documentation (manual or electronic) provided with the property. You will need this information so that you can provide adequate information to potential transferees

How do I get to the Property Reporting Function in GSAXcess®?

If you are responsible for reporting property and you have proper access to GSAXcess®/AAMS, follow the procedures described in the Gaining Access section of this user guide. The first screen you see is the GSAXcess®/AAMS Search Worldwide Property by Category screen.

GSAXcess®
U.S. General Services Administration

User Guides | FAQ | Program Links | Contact Links | GSAXcess® HelpDesk
 • Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Report Property • Want List • Direct Select

Global Search Exact Phrase Basic Search Options

Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [65,827](#) / Total items available with Photos: [1,284](#)

- [Agricultural Equipment and Supplies](#) (67/4)
- [Aircraft](#) (1/1)
- [Aircraft Parts and Tires](#) (2,260/80)
- [Automobiles](#) (47/13)
- [Boats](#) (19/5)
- [Clothing and Personal](#) (2,512/9)
- [Communication and Detection Equipment](#) (2,482/52)
- [Computer Equipment](#) (7,440/203)
- [Computer Software and Accessories](#) (1,108/34)
- [Construction Equipment](#) (52/4)
- [Electrical and Electronic Equipment and Components](#) (23,486/88)
- [Electrical and Electronic Measuring and Testing Equipment](#) (1,862/29)
- [Fire Trucks and Fire Fighting Equipment](#) (97/3)
- [Food Preparation and Serving Equipment](#) (190/7)
- [Furniture](#) (1,112/71)
- [Hardware](#) (2,564/12)
- [Household](#) (282/1)
- [Industrial Service and Trade Machinery](#) (155/5)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (1,385/31)
- [Lighting](#) (289/2)
- [Marine Equipment](#) (32/3)
- [Materials Handling Equipment](#) (79/20)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,070/37)
- [Miscellaneous](#) (12,336/285)
- [Motorcycles and Bicycles](#) (26/4)
- [Musical Instruments](#) (14/0)
- [Navigation Equipment](#) (559/12)
- [Office Equipment](#) (261/5)
- [Office Supplies and Forms](#) (80/2)
- [Photographic Equipment](#) (449/9)
- [Recording Equipment](#) (329/2)
- [Recreation](#) (122/2)
- [Refrigeration and Air Conditioning Equipment](#) (391/26)
- [Tools](#) (499/9)
- [Trucks, Trailers and Tractors](#) (598/180)

Select the Report Property Hyperlink Option in the header section of the homepage highlighted in blue to go directly into a Property Report Data Creation screen or Select the Menu button from the Red Banner Bar to go to the Main Menu and the Report Property Menu Module.

GSAXcess® Main Menu

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)

AAMS Menu

- [Search and Freeze](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Delete Freezes](#)
- [Want List Items](#)

Search & Select Menu

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)

CFL Functions Menu

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)

User Maintenance Menu

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

Clicking on the blue hyperlink Report Property displays the Property Report Data Creation screen below.

Property Report Data Creation

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.

No Property Save Record Found

Item Control Number * 369101 - 8028 - [] - [] [Upload Pictures](#)

Agency Bureau * 3603 Procurement and Supply

Reporting Agency Address *

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

City [] State [] ZIP [] - []

Point of Contact *

Check if Point of Contact and

First Name [] Last Name []

Phone [] - [] - [] Extension []

Report Property Navigation?

The system provides several methods for you to travel from screen to screen. By clicking the desired button you can travel from screen to screen. Common buttons are described in Log In Screens and Main Menu - #7 – “How Do I Navigate From Screen to Screen?”

Report – Clicking this button takes you to a printable "Personal Property Report". This report displays the data you submitted for your property item. Printing a copy gives you a record of your work. Note that clicking the "Report" button simultaneously "Submits" your property record. Upon returning from the "Personal Property Report" screen to the "Property Report Data Creation" you will see a message to this effect: "Master Record Added - - Serial Number = 9999".

More Items & Retain Common Data Only – By clicking this button you are submitting the property record just completed and you are beginning a new record that contains the "Common" data of the record just completed. The cursor will bring you to a point mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. From here you will enter a new serial number and proceed down the screen, entering the data for your next item. You will not have to re-enter any of the (common) data that appears before the cursor.

More Items & Redisplay All Data – This feature also submits the completed property record. It begins a new record containing all of the data from the previous record. The cursor will bring you to the same point as above, mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. From here you will enter a new serial number. You may then type over any data that needs changing.

Submit - Click this button to submit a completed property record when none of the above options are needed.

Create property report

How to Create A Property Report?

Click on Report Property from the listings displayed in Blue Hypertext at the top of any screen in the GSAXcess® system to go directly to the Property Report Data Creation screen which allows you to begin reporting property items.

The first screen displayed to create your property report is the Property Report Data Creation screen. The first line displayed on the screen is the Item Control Number (ICN) which has separate blocks for the Activity Address Code and today's Julian Date which make up the first ten characters of the Item Control Number. The next block is a four position serial number of your choice to help you further identify the property item. The system pre-fills the Activity Address Code for most users and validates the Activity Address Code against the user Agency Bureau Code.

The next field is a hypertext field that allows you to upload pictures of your property. GSA highly encourages the submission of photographs.

The next field is your Agency Bureau Code and Agency Bureau Name which the system pre-fills for you in read only text.

The next four sections are the Reporting Agency Address, Point of Contact Information, Property Location, and Property Custodian. These fields can be stored fields for ease of retrieval ([see 2. How do I create new addresses in my personal address file?](#))

The remainder of the screen contains additional information about your terms for transfer. Several fields require a Yes, No, or checkbox selection. GSAXcess® pre-fills some of these fields for you, so be sure to review all fields and change them as appropriate.

Next, select the appropriate Property Type by clicking on the appropriate radio button as described below:

| | |
|--|--|
| <p>Property Type: *</p> <p>If you need assistance, contact your NUO or APO</p> | <ul style="list-style-type: none"> • Regular Utilization and Donation Screening <ul style="list-style-type: none"> <input checked="" type="radio"/> No special requirements <input type="radio"/> Surplus sale proceeds retention <input type="radio"/> Property was purchased with working capital or revolving funds • Exceptions <ul style="list-style-type: none"> <input type="radio"/> Exchange Sale (Replacement Authority) <input type="radio"/> Special legislative authority <input type="radio"/> Purchased with non-appropriated funds <input type="radio"/> Reported by a wholly owned or mixed-ownership Government corporation |
| Agency Location Code (Station Deposit Symbol) | <input type="text"/> |
| Appropriation or Fund To Be Reimbursed | <input type="text"/> |
| Agency Control Number | <input type="text"/> |

Property Type is intended to assist you in identifying the property being reported as Exchange/Sale or Excess, in terms of the property's reimbursability, and in terms of the user's intent to retain sales proceeds.

You must select either the Regular Utilization and Donation Screening options or Exceptions radio button.

Selecting **Regular Utilization and Donation Screening** means the property is non-reimbursable and is to be screened under regular utilization and donation guidelines.

NON-REIMBURSABLE EXCESS means that the:

- Property does not have special reimbursable authority
 - Surplus Sale Proceeds Retention
(Check this box if you require proceeds after the item is sold, for Property that does not have special reimbursable authority.)
- Property was purchased with working capital or revolving funds
 - Surplus Sale Proceeds Retention
(Check this box if you require proceeds after the item is sold, for Property that was purchased with working capital or revolving funds.)

Although, the property is not reimbursable, the Agency may opt to retain sales proceeds if the item is sold to cover their costs of sale. If Surplus Sales Retention is checked and GSA is also checked, the user must enter an Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol).

The Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol) are not required when GSA **IS NOT** selected to sell the property or when the User selects not to retain sales proceeds.

Selecting **Exceptions** means the property is reimbursable excess and one of the following options must be selected.

| |
|--|
| <input checked="" type="radio"/> Exceptions <ul style="list-style-type: none"> <input checked="" type="radio"/> Exchange Sale (Replacement Authority) <input type="radio"/> Special legislative authority <input type="radio"/> Purchased with non-appropriated funds <input type="radio"/> Reported by a wholly owned or mixed-ownership Government corporation |
|--|

REIMBURSABLE EXCESS means that the:

- Property is Exchange/Sale (Exchange/Sale property items are screened for two (2) days in GSAXcess® before going to Sales. Exchange/Sale means that your Agency is allowed to sell this item in exchange for a like item.
- Property is reimbursable when transferred/sold under special legislative authority
- Property was purchased with non-appropriated funds
- Property is reported by a wholly owned or mixed-ownership Government corporation

NOTE: For further detailed explanations of all listed Exceptions and Working Capital, click on the blue hyperlinked options in GSAXcess®.

When selecting any one of the Exceptions options, you are required to fill in the Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol). You are also encouraged to report the Fair Market Value in the event the property is selected for transfer by a Federal agency.

Agency Control Number is for your Agency’s internal use.

Special Instruction Fields are as follows:

| |
|--|
| Special Instructions: <input type="checkbox"/> Contractor Inventory <input type="checkbox"/> OverSeas Inventory |
|--|

Click on the “Contractor Inventory” checkbox under Special Instructions to indicate that the property belongs to a contractor that serves your agency.

Click on the “Overseas” checkbox under Special Instructions to indicate that the property is personal property assets that are not located in any of the 50 states comprising the United States (U.S.A), its five territories, or the District of Columbia. U.S. territories include: Puerto Rico, Virgin Islands, American Samoa, Guam, and the Commonwealth of Northern Marianas.

eFAS Sales Center Fields are as follows:

| |
|--|
| Federal Asset Sales Center: <ul style="list-style-type: none"> <input checked="" type="radio"/> GSA <input type="radio"/> USDA - CEPO (reported property must be located within the Washington, D.C. metropolitan area) <input type="radio"/> APPROVED WAIVER |
|--|

Click on GSA, so that when the property item completes GSAXcess screening and if no Federal Agency or State selects the property, it will be sold through the GSA Sales Center. The system automatically presets to be sold by GSA. The Agency Location Code is a mandatory field if you select GSA.

Click on USDA – CEPO if you want USDA to sell the property. **NOTE: the property must be located in the District of Columbia metropolitan area.**

If you select Approved Waiver, this designates that your Agency has an approved Waiver from the Office of Government-wide Policy to be an Approved eFas Sales Center. By selecting Approved Waiver, control of the item will be returned to the Agency for disposal or sale. If you have any questions about obtaining a waiver, please email the Federal Asset Sales Central Planning Office at fasplanningoffice@gsa.gov.

How do I create new addresses in my personal address file?

When creating a Property Report, GSAXcess® requires that you define the four types of address data needed to complete your property report. You will need to type the address for your Reporting Agency and for your Property Location. You will also need the name, phone number and email Address for the Point of Contact and for the person who will receive the Purchase Order or Disposition Instructions to transfer the property. You will need to type all this data for your first property report, however, GSAXcess® can save this data for you so that you can select it for subsequent reports. You may add new addresses as needed.

The first input box required is the Reporting Agency Address. Click on the hyperlink “[Reporting Agency Address](#)” to the right of the Reporting Agency Address information boxes to permanently add this address and store for future use. This will display the “Select Reporting Agency Address” screen. In the example below, the user clicked on the blue hypertext “Reporting Agency Address” and the following “Select Reporting Agency Address” screen is displayed.

Select Reporting Agency Address

Submit

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Page No:

Fields marked with an asterisk* are required.

Enter ZIP Code or ZIP Code and Agency/Bureau then Press Submit Button

Search for: Reporting Agency ZIP:* - Reporting Agency ZIP:* And Agency/Bureau:

Previously Entered Reporting Agency Addresses

Add New Reporting Agency Address

Agency Name:

Address Line1:

Address Line2:

Agency City:* State*

Submit

To locate your personal address file, type the Reporting Agency Zip Code and press the red Submit button. The first time you do this, there may be no addresses found. In that case, type the new address so that the system can assign the address to your property report and save the address for any property reports you create in the future. In the example below, you type Zip Code 22221. The system displays a message, “No Addresses Found – Enter a New One”. This indicates that this is the first time for this Zip Code.

The screen contains fields where you can type a new Reporting Agency Address titled, “Add New Reporting Agency Address”. Asterisks to the left of any field indicate the field is mandatory. In the example below you type the Reporting Agency Address. Note that the Agency Name, City, and State are all mandatory fields.

After you click Submit, the system saves this new address in the personal address file and automatically displays the property report with the new address inserted in the property report.

The next time you search in the “Select Reporting Agency Address” screen by this zip code, the address will appear on the screen. In the example below, you type in “22221” for Reporting Agency Zip Code. The listed addresses are displayed. You click on the red Select button next to the appropriate address to pre-fill in Property Data Creation Report.

The address you select is automatically pre-filled in the Report Property Data Creation Screen.

If the Reporting Agency Address and the Property Location Address are the same, click on the checkbox located under the “Reporting Agency Address” hyperlink on the Property Data Creation Report screen to automatically pre-fill the Property Location Address with the Reporting Agency Address information.

Next, Click on the “[Point of Contact](#)” hyperlink to the right of the Point of Contact information boxes to permanently add the Point of Contact information and store for future use. This will display the “Select Point of Contact Information” screen. In the example below, you click on the blue hypertext “Point of Contact”.

The Point of Contact is the person who fields questions from prospective customers concerning the reported property. Your Points of Contact are maintained by the system like a personal phone directory. You may search the directory by phone number. In the example below, you enter a phone number for the first time and you click on the red Submit button. The system displays a message, “No Points of Contact Found – Enter a New One”. This indicates that this is the first time for this Phone Number.

The screen contains fields where you can type a new Point of Contact titled, “Add New Point of Contact Information”. Asterisks to the left of any field indicate the field is mandatory. In the example below you type the Point of Contact Information. Note that the Phone Number, First Name, and Last Name are all mandatory fields.

Select Point of Contact Information

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Submit Page No: 1

Fields marked with an asterisk* are required.

Make a Selection or Add a New Telephone Number

Search for: Point of Contact Phone Number: * 703 - 605 - 9999

Previously Entered Point of Contact Informations

| First Name | Last Name | Extension | Fax Number | Email Address | Select Options |
|--------------------------------------|-----------|-------------|------------|----------------|---------------------|
| Add New Point of Contact Information | | | | | |
| First Name:* | NANCY | Last Name:* | JONES | Extension: | |
| Fax Number: | | | | Email Address: | nancy.jones@gsa.gov |

Click Submit Button to Search for OR Create New POC

Submit

You click on the red Submit button to add your Point of Contact Information. The Point of Contact Information is pre-filled on the Report Data Creation Screen as shown in the example below.

Point of Contact *

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

Property Location *

GENERAL SERVICES ADMINISTRATION
2200 CRYSTAL DRIVE

City ARLINGTON State VA ZIP 22221

Property Custodian *

First Name Last Name
Phone Extension
Fax
Email Address

Notify Point of Contact when Available for Sale

Notify Property Custodian when Available for Sale

If the Point of Contact and the Property Custodian are the same, clicking on the checkbox located under the “Point of Contact” hyperlink on the Property Data Creation Report screen will automatically pre-fill the Property Custodian with the Point of Contact information.

[Point of Contact](#) *

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

First Name Last Name

Phone - - Extension

Fax - -

Email Address

Notify Point of Contact when Available for Sale

[Property Location](#) *

City State ZIP -

[Property Custodian](#) *

First Name Last Name

Phone - - Extension

Fax - -

Email Address

Notify Property Custodian when Available for Sale

How do I retrieve previously entered addresses for my property report?

As you create new address data, the system saves this data for you in an address file. When you create another property report, you will be able to browse through previously entered address records and select them for your property report. The following examples illustrate how each of the two types of address data can be selected from previously created addresses.

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Reporting Agency Address**. The system displays the “Select Reporting Agency Address” screen.

In the Select Reporting Agency Address example #1 below, you enter the Zip Code “22202” for the Reporting Agency and click the red Submit button. The system displays all the Reporting Agency Addresses entered for that zip code. In this example, a total of ten Reporting Agency Addresses are shown on the first page. The Next Button indicates that there is another page of available Reporting Agency Addresses for that zip code. Of course, if you don't find the Reporting Agency address that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Reporting Agency Address, click on the Select button above the appropriate Reporting Agency Address. The system assigns the chosen Reporting Agency address to the property report.

To **Change** a Reporting Agency Address, click on the Change button above the appropriate Reporting Agency Address. The system enters the Reporting Agency Address you selected in the Add New Reporting Agency Address input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Reporting Agency Address and displays a message stating, “Selected Address Record Changed Successfully”.

To **Delete** a Reporting Agency Address, click on the Delete button above the appropriate Reporting Agency Address. The system deletes the Reporting Agency Address you selected and displays a message stating, “Selected Address Record Deleted Successfully”.

EXAMPLE #1

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Property Location**. The system displays the “Select Property Location Address” screen.

In the Select Property Location Address example #2 below, you enter the Zip Code “22202” for the Property Agency and click the red Submit button. The system displays all the Property Location Addresses entered for that zip code. In this example, a total of ten Property Location Addresses are shown on the first page. The Next Button indicates that there is another page of available Property Location Addresses for that zip code. Of course, if you don't find the Property Location Address that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Property Location Address, click on the Select button above the appropriate Property Location Address. The system assigns the chosen Property Location Address to the property report.

To **Change** a Property Location Address, click on the Change button above the appropriate Property Location Address. The system enters the Property Location Address you selected in the Add New Location Address input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Property Location Address and displays a message stating, “Selected Address Record Changed Successfully”.

To **Delete** a Property Location Address, click on the Delete button above the appropriate Property Location Address. The system deletes the Property Location Address you selected and displays a message stating, “Selected Address Record Deleted Successfully”.

EXAMPLE #2

Property Location Address

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[Next](#) [Submit](#)

Page No: 1

Fields marked with an asterisk* are required.

Property Location Addresses Found

Search for: Property Location ZIP: - And Agency/Bureau:

Previously Entered Location Addresses

| | | | |
|---|--|---|--|
| DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION 700 ARMY-NAVY DRIVE ARLINGTON, VA | Select Change Delete | DEPARTMENT OF JUSTICE UNITED STATES MARSHALS SERVICE 600 ARMY NAVY DRIVE, CS3 SUITE 402 ARLINGTON, VA | Select Change Delete |
| GSA/FSS/FIA CRYSTAL MALL 4, RM. 802 1941 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA | Select Change Delete | GENERAL SERVICES ADMINISTRATION CRYSTAL MALL 3, RM. C-11 1931 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA | Select Change Delete |
| DEPT OF JUSTICE DRUG ENFORCEMENT ADMIN/SAOP 700 ARMY NAVY DRIVE ARLINGTON, VA | Select Change Delete | DEA/SAFP 600-700 ARMY NAVY DRIVE ARLINGTON, VA | Select Change Delete |
| DRUG ENFORCEMENT ADMINISTRATION 10160 TECHNOLOGY BLVD., EAST DALLAS, TX | Select Change Delete | DRUG ENFORCEMENT ADMINISTRATION MANAGEMENT UNIT/SAOP 700 ARMY-NAVY DRIVE. ARLINGTON, VA | Select Change Delete |
| TRANSPORTATION SECURITY ADMIN (TSA) ATTN: OFC OF PROPERTY MANAGEMENT 601 S 12TH ST., 11TH FL, WEST TOWER ARLINGTON, VA | Select Change Delete | COMMITTEE FOR PURCHASE FROM THE BLIND OR SEVERELY DISABLED 1421 JEFFERSON DAVIS HWY, STE 10800 ARLINGTON, VA | Select Change Delete |

Add New Location Address

Agency Name:

Address Line1:

Address Line2:

Agency City: [State*](#)

[Next](#) [Submit](#)

How do I retrieve previously entered Contact Information for my property report?

As you create new contact data, the system saves this data for you in a contact address file. When you create another property report, you will be able to browse through previously entered contact address records and select them for your property report. The following examples illustrate how each of the two types of contact address data can be selected from previously created contact information.

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Point of Contact**. The system displays the “Select Point of Contact Information” screen.

In the Select Point of Contact Information example #1 below, you enter the telephone number “703-605-2885” for the Point of Contact Phone Number and click the red Submit button. The system displays all the previously entered Point of Contact Information entered for that telephone number. In this example, one Point of Contact Information is shown. Of course, if you don't find the Point of Contact Information that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Point of Contact Information, click on the Select button located to the right of the appropriate Point of Contact Information. The system assigns the chosen Point of Contact Information to the property report.

To **Change** a Point of Contact Information, click on the Change button located to the right of the appropriate Point of Contact Information. The system enters the Point of Contact Information you selected in the Add New Point of Contact Information input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Point of Contact Information and displays a message stating, “Selected Information Changed Successfully”.

To **Delete** a Point of Contact Information, click on the Delete button above the appropriate Point of Contact Information. The system deletes the Point of Contact Information you selected and displays a message stating, “Selected Point of Contact Information Deleted Successfully”.

EXAMPLE #1

Select Point of Contact Information

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Fields marked with an asterisk* are required.

Listed Information displayed

Search for: Point of Contact Phone Number: * 703 - 605 - 2885

| First Name | Last Name | Extension | Fax Number | Email Address | Select Options |
|------------|------------|-----------|------------|--------------------------|----------------------|
| NANCY | BROTHERTON | | | nancy.brotherton@gsa.gov | Select Change Delete |

Add New Point of Contact Information

First Name: Last Name: Extension:

Fax Number: - - Email Address:

Click Submit Button to Search for OR Create New POC

Submit

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Property Custodian**. The system displays the “Select Property Custodian” screen.

In the Select Property Custodian Example #2 below, you enter the telephone number “703-605-2885” for the Custodian Phone Number and click the red Submit button. The system displays all the previously entered Custodian Information entered for that telephone number. In this example, one Custodian Information is shown. Of course, if you don't find the Custodian Information that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Custodian Information, click on the Select button located to the right of the appropriate Custodian Information. The system assigns the chosen Custodian Information to the property report.

To **Change** a Custodian Information, click on the Change button located to the right of the appropriate Custodian Information. The system enters the Custodian Information you selected in the Add New Custodian Information input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Custodian Information and displays a message stating, “Selected Information Changed Successfully”.

To **Delete** a Point of Contact Information, click on the Delete button above the appropriate Custodian Information. The system deletes the Custodian Information you selected and displays a message stating, “Custodian Information Deleted Successfully”.

EXAMPLE #2

Select Property Custodian

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

[Submit](#) [Back to Previous](#)

Fields marked with an asterisk* are required.

Listed Information displayed

Search for: Custodian Phone Number: * - -

| First Name | Last Name | Extension | Fax Number | Email Address | Select Options |
|------------|------------|-----------|------------|--------------------------|--|
| NANCY | BROTHERTON | | | nancy.brotherton@gsa.gov | Select Change Delete |

Add New Custodian Information

First Name: * Last Name: * Extension:

Fax Number: - - Email Address:

Click Submit Button to Search for OR Create New Custodian

[Submit](#)

Property Data Screen Options

The system provides several Option buttons to help you with your data entry

Item Control Number

The system displays your Item Control Number for your first item. You may enter subsequent items by changing the last four characters of the Item Control Number, also known as the Serial Number. The Serial Number may contain letters or numbers. Each item you report must have a unique Item Control Number.

Uploading Pictures

GSA encourages the submission of photos to aid in the reutilization and donation of federal excess/surplus personal property. For more specific instructions see the Picture Upload section in later chapters. Click on the Uploading Photos hypertext to submit pictures and follow the naming conventions below:

All filenames must begin with the Item Control Number (consists of a six position Activity Address Code + four position Julian Date + four position Serial Number and/or an optional Serial Number Suffix) of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg" (no dashes, slash marks, or spaces). For example, the first picture (main photo) for Item Control Number 36910142240001, the filename is "36910142240001A.jpg", the next picture filename for that item is "36910142240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item).

Follow the directions and click upload to post your picture directly online. The picture will be viewable to all users the following day after approval.

Digital or scanned photos of federal excess personal property that have been reported as excess can be also submitted by the reporting activity by email or courier to be displayed in GSAXcess®. Once you have reported the item as excess, photos should be sent to GSA as soon as possible. For further assistance, contact GSAXcess@gsa.gov

All pictures regardless of submission method, must comply with [Picture Taking](#), and [Photo Naming Conventions](#), prior to [Transmission](#). Incorrect formats or naming will delay the posting of photographs.

FSC/NSN

The National Stock Number (NSN) identifies an item as a unique item of supply. If you know the complete thirteen character National Stock Number, (four digit FSC plus nine digit National Item Identification Number (NIIN)) type it in the two fields provided. If you do not know the NSN then you must provide the Federal Supply Class (FSC). The FSC is the first four characters of the NSN and it identifies broad classes of commodities. The Defense Logistics Agency (DLA) publishes a Cataloging Handbook, SB 708-21 also known as "H2", Federal Supply Classification Groups and Classes (<http://www.dlis.dla.mil/PDFs/h2.pdf>) However, you can also obtain the FSC from GSAXCESS® by clicking on the Federal Supply Class hypertext.

In the following example, the user is not sure what the proper FSC should be for the item, a group of rail cars that are no longer required by his/her facility. The user clicks on the Federal Supply Class Underlined Blue Hypertext to see a list of FSCs.

The screenshot shows a form with several fields. A red arrow points to the 'Federal Supply Class/National Stock Number' field, which is underlined in blue. Other fields include 'National Item Identification Number (NIIN)', 'Item Name/Weapons List', 'Special Description Code and Text', 'Quantity', 'Unit of Issue', 'Original Acquisition Cost (per Unit)', 'Fair Market Value (per Unit)', 'Condition', 'Hazardous', and 'Flight Safety Critical Aircraft Part'. There are also radio buttons for 'New/Unused', 'Usable', 'Repairable', 'Salvage', 'Scrap', 'No Hazardous Material', 'Hazardous Waste', and 'Blank', 'E', 'F'.

The system displays the Federal Supply Class List. You can search FSCs by FSC Code or FSC description.

The screenshot shows the 'Federal Supply Class List' page. At the top, there are buttons for 'Submit', 'Previous Page', 'Next Page', 'Back', and 'Help'. Below these are two search boxes: 'FSC Code' with the instruction 'Enter All 4 or First 2 digits of FSC' and 'FSC Description' with the instruction 'Enter 1-10 Search Characters'. A red arrow points to the 'FSC Description' search box. Below the search boxes is a table of FSCs.

| FSC | FSC Description |
|----------------------|---|
| 5350 | ABRASIVE MATERIALS |
| 3461 | ACCESSORIES FOR SECONDARY METALWORKING MACHINERY |
| 7420 | ACCOUNTING AND CALCULATING MACHINES |
| 9630 | ADDITIVE METAL MATERIALS |
| 8040 | ADHESIVES |
| 7020 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), ANALOG |
| 7021 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL |
| 7022 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), HYBRID |
| 7050 | ADP COMPONENTS |
| 7025 | ADP INPUT/OUTPUT AND STORAGE DEVICES |
| 7030 | ADP SOFTWARE |
| 7045 | ADP SUPPLIES |
| 7035 | ADP SUPPORT EQUIPMENT |
| 7440 | ADP SYSTEMS; INDUSTRIAL, SCIENTIFIC, AND OFFICE TYPES |
| 7010 | ADPE SYSTEM CONFIGURATION |

You can search the FSC list by typing in one or more characters in the search box at the top of the screen or by entering an FSC. In the example below, the user typed in the word "RAIL" in the FSC description box and clicked the Submit button to find the FSC for rail cars. This will return any description that contains the characters "RAIL", in that order, anywhere within a word.

Federal Supply Class List

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

[Submit](#) [Previous Page](#) [Next Page](#)

FSC Code Enter All 4 or First 2 digits of FSC

FSC Description Enter 1-10 Search Characters

| FSC | FSC Description |
|----------------------|--|
| 5350 | ABRASIVE MATERIALS |
| 3461 | ACCESSORIES FOR SECONDARY METALWORKING MACHINERY |
| 7420 | ACCOUNTING AND CALCULATING MACHINES |
| 9630 | ADDITIVE METAL MATERIALS |
| 8040 | ADHESIVES |
| 7020 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), ANALOG |
| 7021 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL |
| 7022 | ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), HYBRID |
| 7050 | ADP COMPONENTS |
| 7025 | ADP INPUT/OUTPUT AND STORAGE DEVICES |

Clicking Submit displays the same screen but with the first record showing the word "RAIL" in the description. When you find the FSC you need, you can select it by clicking on the FSC hypertext to the left of it.

Federal Supply Class List

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

[Submit](#) [Previous Page](#) [Next Page](#)

No more FSC records available

FSC Code Enter All 4 or First 2 digits of FSC

FSC Description Enter 1-10 Search Characters

| FSC | FSC Description |
|----------------------|---|
| 1740 | AIRFIELD SPECIALIZED TRUCKS AND TRAILERS |
| 3760 | ANIMAL DRAWN VEHICLES AND FARM TRAILERS |
| 4730 | HOSE, PIPE, TUBE, LUBRICATION, AND RAILING FITTINGS |
| 2240 | LOCOMOTIVE AND RAIL CAR ACCESSORIES AND COMPONENTS |
| 2220 | RAIL CARS |
| 6330 | RAILROAD SIGNAL AND WARNING DEVICES |
| 2230 | RIGHT-OF-WAY CONSTRUCTION AND MAINTENANCE EQUIPMENT, RAILROAD |
| 2250 | TRACK MATERIAL, RAILROAD |
| 2330 | TRAILERS |

[Submit](#) [Previous Page](#) [Next Page](#)

If you want to print this list for further reference, press the Print Screen button and then use the Paste option in your Word Processing or Notepad software to copy the screen to a document or you can use the print button on your browser to print this screen.

In the above example, FSC for 2220 was selected by clicking on the blue hypertext to the left of the FSC description, Rail Cars. The FSC and FSC description is automatically inserted into the Property Report Data Creation screen in the FSC input box and the Item Name input box. You are encouraged to leave the item name as described for future search and reporting purposes.

Federal Supply Class/National Stock Number **National Item Identification Number (NIIN)**

Item Name/Weapons List

Special Description Code and Text

Quantity

Unit of Issue

Original Acquisition Cost (per Unit)

Fair Market Value (per Unit)

Condition New/Unused Usable Repairable Salvage Scrap

Hazardous No Hazardous Material Hazardous Waste

Flight Safety Critical Aircraft Part Blank E F

Vehicle Information

Reporting a vehicle with the Federal Supply Class codes of 2310 or 2320, results in a request for mandatory information that must be filled in before you can report your property. The information required is the Number of Cylinders, Model Year, Fuel Type, Body Style, Vehicle Identification Number (VIN), Make, Model, and Estimated Mileage.

The screenshot shows a web form titled "GSAXcess® - Vehicle Information - Microsoft Internet Ex...". The form is divided into several sections:

- Item Identification:** Federal Supply Class/National Stock Number (2310), National Item Identification Number (NIIN).
- Item Description:** Item Name/Weapons List, Special Description Code and Text, Quantity, Unit of Issue.
- Cost and Value:** Original Acquisition Cost (per Unit), Fair Market Value (per Unit).
- Condition and Status:** Condition, Hazardous (No checked), Flight Safety Critical Aircraft Part, Drop After Internal Screening, Demilitarization.
- Vehicle Information:**
 - New/Unused (radio buttons)
 - Blank (radio buttons: No checked, E, No)
 - Yes (radio buttons: Yes, No checked)
 - Number of Cylinders: (highlighted with a red arrow)
 - Model Year:
 - Fuel Type:
 - Body Style:
 - Vehicle Identification Number:
 - Make:
 - Model:
 - Estimated Mileage:
- Other Fields:** Manufacturer, Date Manufactured, Acquisition Date (format: MM/DD/CCYY), Model.

A "Submit" button is located at the bottom right of the form.

Weapons List

Clicking on the hypertext [Weapons List](#) will display a “Commonly Reported Weapons List” where you can select the weapon being reported. The “Commonly Reported Weapons List” screen is used to select the Item Name when reporting weapons. If the weapon being reported is an FSC 1005 or 1010; (i.e., weapons up to 75 mm), and the Condition is either New/Unused or Usable it is mandatory to select the Item Name from the “Commonly Reported Weapons List” screen.

In the following example, the user clicked on the blue hypertext Weapons List.

Agency Location Code (Station Deposit Symbol)

Appropriation or Fund To Be Reimbursed

Agency Control Number

Federal Supply Class/National Stock Number * National Item Identification Number (NIIN)

Item Name/Weapons List *

Special Description Code

Quantity *

The following screen displays.

Commonly Reported Weapons List

Back Hel

These are the last Weapon Items

Page No: 1

| Type | Size | Make | Model | Options |
|------------------|-----------|-------------|------------------|---------|
| GRENADA LAUNCHER | 40 MM | ACTION ARMS | MODEL M79, SER: | Select |
| GRENADA LAUNCHER | 40 MM | ACTION ARMS | MODEL M80, SER: | Select |
| GRENADA LAUNCHER | 40 MM | TRW | MODEL M49, SER: | Select |
| GRENADA LAUNCHER | 40 MM | TRW | MODEL M79, SER: | Select |
| MACHINE GUN | 9 MM | H & K | MODEL MP5, SER: | Select |
| MACHINE GUN | 9 MM | UZI | SER: | Select |
| MOUNT GUN | 40 MILLI | MX | MX 475, SER: | Select |
| PISTOL | 9 MM | BERETTA | MODEL 92F, SER: | Select |
| PISTOL | 9 MM | GLOCK | MODEL 17, SER: | Select |
| PISTOL | 9 MM | GLOCK | MODEL 19, SER: | Select |
| PISTOL | 9 MM | SIG SAUER | MODEL P226 | Select |
| PISTOL | 9 MM | SIG SAUER | MODEL P228, SER: | Select |
| REVOLVER | .357 CAL. | S & W | MODEL 65, SER: | Select |
| REVOLVER | .357 CAL. | S & W | MODEL 66, SER: | Select |

Computer Equipment

When reporting computer equipment with the Federal Supply Class codes 7010, 7020, 7021, 7022, 7025, 7030, 7035, 7040, 7045, or 7050, the following additional reporting fields for computer equipment will be displayed:

| | | | |
|--|---|--|--|
| Federal Supply Class/National Stock Number * | 7010 | National Item Identification Number (NIIN) | |
| Hardware Type * | | | |
| Equipment Type * | | | |
| Processor * | | | |
| Processing Speed | | | |
| RAM | | | |
| Hard Disk Size | | | |
| Hard Disk Status * | <input type="radio"/> Sanitized <input type="radio"/> Not Sanitized <input type="radio"/> Removed <input type="radio"/> Degaussed | | |
| Is Equipment for Computers for Learning (CFL)? * | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| Special Instructions: | <input type="checkbox"/> Contractor Inventory <input type="checkbox"/> OverSeas Inventory <input checked="" type="checkbox"/> To be sold by GSA | | |
| Make * | | | |
| Model * | | | |
| Item Name * | COMPUTER | | |

If you enter FSCs 7010, 7021, 7025, or 7035, it is required that you select input information for Hardware Type, Equipment Type, and Make fields from a drop down menu. When you enter any of the above listed FSCs, the system will automatically direct you to the master computer equipment dropdown screen to make the appropriate self explanatory selections that will pre-fill in the Report Property Screen. The Model and Processor fields are required fields for FSCs 7010, 7021, and 7035.

Computer Equipment Screen

GSA Menu Back Help

No More Hardware Items Available

Select Applicable Information from Each Drop-down List

Hardware Type: CPUs Equipment Type: --Select-- Make

Note: You have space to include information about this item on the "Property Description" section when you are taken back to the previous screen.

| List of Items Available | Hardware Type | Equipment Type | Make |
|-------------------------|-----------------|----------------|--------|
| Options | | | |
| Select | Desktop Systems | | |
| Select | Laptops | | |
| Select | Servers | | |
| Select | Other Computers | | |
| Select | CPU's | Apple | Apple |
| Select | CPU's | Apple | Other |
| Select | CPU's | Windows | Acer |
| Select | CPU's | Windows | Compaq |

If you enter FSCs 7020, 7022, 7030, 7040, 7045, or 7050, the system pre-fills Hardware Type, Equipment Type, and Make fields with the word "Other". Processing Speed, RAM, and Hard Disk Size fields are optional.

Hard Disk Status is a required entry for 7010, 7021, and 7035. The choices are: Sanitized; Not Sanitized; Removed; or Degaussed. You must choose one of these choices. Sanitization removes sensitive information from storage media in a manner that gives assurance that the information cannot be recovered by keyboard or laboratory attack. Not Sanitized means that the hard drive contents could be compromised. Removed means that the equipment has no hard drive. Deguassing renders any previously stored data on magnetic media unreadable by keyboard or laboratory attack.

Is Equipment For Computers For Learning (CFL)? If you check "Yes", this means that the equipment will be made visible to registered schools and non-profit educational organizations for seven (7) days before transferring to the GSAXcess® system for regular excess screening to Federal agencies. If you don't want your computer equipment to undergo Computers For Learning screening and want the computer equipment to go directly to GSAXcess® screening, click the "No" radio button.

Trailer Information

If the FSC is 2330 and the Agency code is 58 (FEMA), then a pop-up box will appear with mandatory fields requesting specific information listed below:

The screenshot shows a web browser window with a pop-up form titled "Mobile Homes Information". The form is divided into two main sections. The left section contains general information fields: Federal Supply Class/National Stock Number (2330), National Item Identification Number (NIIN), Special Instructions (Contractor Inventory, Overseas Inventory, To be sold by GSA), Make, Model, 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, Repairable), Hazardous (No, Hazardous Material, Hazardous Waste), Flight Safety Critical Aircraft Part, Demilitarization, Manufacturer, Date Manufactured, and Acquisition Date. The right section contains vehicle-specific information: Body Style (dropdown menu set to "Travel Trailer"), Make, Model, Model Year, Vehicle Identification #, Length (feet), Bar Code, and Trailer Type (Slide Out, Awning, Neither). A "Submit" button is located at the bottom right of the form. The browser window title is "http://gsaxcess.gov - GSAXcess® - Mobile Homes Infor...".

Body Style: A required field, select appropriate Body Style from the dropdown box. The choices are Travel Trailer, Mobile Home or Other. If Travel Trailer is selected an additional choice must be selected: Awning and/or Slide Out or Neither.

Make, Model, Model Year, and VIN.

Length (in feet): The length of the travel trailer or mobile home in feet to include the tongue.

Bar Code: FEMA assigned bar code.

For Mobile Homes, these additional fields are required: Number of Axles, Number of Bedrooms, Number of Bathrooms and Wind Zone.

Wind Zone : the Wind Zone code choices are 1, 2, 3. A wind zone code is the code that is given at manufacture that designates the miles per hour wind speed that your unit can withstand. Zone 1 is 90% of the United States. Zone 3 is all the states along the Eastern and Gulf Coast. See http://www.manufacturedhousing.org/lib/showtemp_detail.asp?id=203&cat=technical for a United States wind zone map and descriptions.

Vessel Information

Is this vessel 50 feet or over?

The screenshot shows a web form for reporting vessel information. The form includes the following fields and options:

- Federal Supply Class/National Stock Number**: 1901
- National Item Identification Number (NIIN)**: [Empty]
- Special Instructions:**
 - Contractor Inventory
 - OverSeas Inventory
 - To be sold by GSA
- Make**: [Empty]
- Model**: [Empty]
- Item Name**: [Empty]
- Special Description Code and Text**: [Empty]
- Quantity**: [Empty]
- Unit of Issue**: [Empty]

A pop-up dialog box is overlaid on the form, titled "http://gsaxcess.gov - GSAXcess® - Boat Information - Microsoft Internet ...". The dialog box contains the text: "You are reporting a vessel. Is this vessel 50 feet or over?". Below the text are two radio buttons: "Yes" (unselected) and "No" (selected). A "Submit" button is located below the radio buttons. The dialog box also shows a status bar at the bottom with "Done" and "Internet" indicators.

If you enter a FSC with a Federal Supply Group of 19, the system displays a pop-up that asks, "Is this vessel 50 feet or over?" Note that when you select Yes or No in the pop-up, you must click the Submit button on the pop-up for the data to be input. The answer to this question directs the transfer order to the proper recipient.

Special Description Code and Text (Optional)

These fields are used primarily by the Department of Defense, but they may be used by any agency. Special Description Code is an industry code that supplements the property description. Special Description Text is the clear text of industry code. Supply this field if the item has a special designation recognized by industry. Some examples include the Cage Code and Dunn's Number. These are optional fields. Along with the code value, you can also supply the text associated with the code.

One example of a special description code is a required serial number box that appears whenever Weapons FSC codes 1005 or 1010 or Aircraft FSC codes 1510 or 1520 are entered as shown below. Enter the serial number in the first block and add additional information as necessary.

| | | | |
|--|--|--|----------------------|
| Federal Supply Class/National Stock Number * | 1005 | National Item Identification Number (NIIN) | <input type="text"/> |
| Item Name/Weapons List * | <input type="text" value="GUNS, THROUGH 30 MM"/> | | |
| Special Description Code and Text | SER: <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Quantity * | <input type="text"/> | | |
| Unit of Issue * | <input type="text"/> | | |

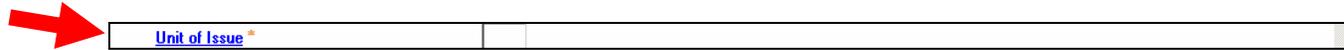
| | | | |
|--|--|--|----------------------|
| Federal Supply Class/National Stock Number * | 1520 | National Item Identification Number (NIIN) | <input type="text"/> |
| Item Name/Weapons List * | <input type="text" value="AIRCRAFT, ROTARY WING"/> | | |
| Special Description Code and Text | SER: <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Quantity * | <input type="text" value="1"/> | | |
| Unit of Issue * | <input type="text" value="EA"/> | | |

Quantity

Quantity is the number of units of issue of property available. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue.

Unit of Issue

The Unit of Issue describes the way that the property quantity is measured. This is normally the way that the product is sold or counted in an inventory.



Click on the Unit of Issue hypertext link to view a list of current Unit of Issue Codes. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue.

Unit of Issue List

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

| Next Page | | Page : 1 | |
|---------------------------|------------------|--------------------|------------------|
| UI | Description | UI | Description |
| AM | AMPUL | DW | PENNYWEIGHT |
| AT | ASSORTMENT | DZ | DOZEN |
| AY | ASSEMBLY | EA | EACH |
| BA | BALL | EC | ENGINE CONTAINER |
| BC | BLOCK | ED | ENGINE CRADLE |
| BD | BUNDLE | EN | ENVELOPE |
| BE | BALE | EX | EXPOSURE |
| BF | BOARD FOOT | FD | FOLD |
| BG | BAG | FK | FOOTLOCKER |
| BI | BRICK | FL | FLASH |
| BK | BOOK | FR | FRAME |
| BL | BARREL | FT | FOOT |
| BO | BOLT | FV | FIVE |
| BP | BROKEN PARTS | FY | FIFTY |
| BQ | BRIQUET | GB | GALLON IMPERIAL |
| BR | BAR | GG | GREAT GROSS |
| BS | BASKET | GL | GALLON |
| BT | BOTTLE | GM | GRAM |
| BU | BUSHEL | GP | GROUP |
| BX | BOX | GR | GROSS |
| CA | CARTRIDGE | HA | HAMPER |
| CB | CARBOY | HD | ONE HUNDRED |
| CC | CUBIC CENTIMETER | HF | HUNDRED FEET |
| CD | CUBIC YARD | HH | HOGSHEAD |
| CE | CONE | HK | HANK |

Original Acquisition Cost

A required field, the original or estimated price for one (1) Unit of Issue. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue. Do not use a dollar sign for this field but always use a decimal point and two digits to show the cents part of the price. **Prices over \$999.99 should be entered without any commas.**

| | |
|--|----------------------|
| Original Acquisition Cost (per Unit) * | <input type="text"/> |
|--|----------------------|

Fair Market Value

An optional field, but it is recommended if the property is Reimbursable or Exchange/Sale. Provide your estimate of the property's value.

| | |
|------------------------------|----------------------|
| Fair Market Value (per Unit) | <input type="text"/> |
|------------------------------|----------------------|

Condition Code

The condition code shows the current condition or usability of your property. Be sure to provide an accurate account of the condition of your property by selecting one of the listed condition code radio buttons. Customers will not accept transferred property that does not match the advertised condition. Condition Codes are: New or Unused; Usable; Repairable; Salvage; and Scrap.

Condition * New/Unused Usable Repairable Salvage Scrap

Hazardous

This field is preset to "No". If your property is Hazardous Material or Hazardous Waste you should indicate this designation by clicking on the appropriate radio button.

| | | | |
|------------------------------------|-------------------------------------|--|---------------------------------------|
| Hazardous <input type="checkbox"/> | No <input checked="" type="radio"/> | Hazardous Material <input type="radio"/> | Hazardous Waste <input type="radio"/> |
|------------------------------------|-------------------------------------|--|---------------------------------------|

Demilitarization Code

Click the hypertext Demilitarization link to view the demilitarization code selections or see Appendix C.

This code specifies the level of demilitarization required in order to render an item harmless for civilian use. The Property Data help screens provide definitions for each code. **It is important that you provide the correct Demilitarization Code when reporting property to GSAXcess®. This code is used by GSA and other oversight agencies to ensure that Federal property is demilitarized properly to protect the public and to safeguard national interests.** The Demilitarization Code is a mandatory field.

| | |
|--------------------|--|
| Demilitarization * | |
|--------------------|--|

Manufacturer, Make, and Model (Optional/Required)

These fields describe the name of the company that made the property as well as the Make and Model names or numbers used by the manufacturer to identify the item. These fields are optional but they do provide an extra level of information desired by your prospective customers. Customers may search for property by make and model during Internal Screening. These fields are mandatory for Vehicles and Aircraft and Aircraft Parts.

Date Manufactured and Acquisition Date (Optional)

These fields provide the date your property was manufactured as well as the date your agency first acquired the property. If you provide this information, be sure to use a valid Gregorian date in the format MMDDYYYY.

Flight Safety Critical Aircraft Parts (FSCAP Code)

This code determines whether your property is a critical aircraft part. See the Property Data help screens for definitions. This field is preset to "Blank". Click on the radio button next to "E" if the item is a FSCAP hardened for nuclear warfare or "F" if it is a FSCAP.

Flight Safety Critical Aircraft Part Blank E F

Drop After Internal Screening

The system displays this field as a question. Select the YES radio button if you want this property to drop from the AAMS system after internal screening. Select the NO radio button if you want the property to proceed to the normal GSAXcess® Excess or Surplus screening. Dropped items are returned to your agency for further processing. GSAXcess® will perform no additional processing for dropped records unless you send the property back to GSAXcess® a second time.

Excess Release Date

The Excess Release Date controls when the system removes your property from Internal Screening. For AAMS subscribers the system will fill this field for you or gives you the option to select from a range of dates. If you change this date, be sure to use the Gregorian Date format, MMDDYYYY.

Surplus Release Date (Optional)

The date used by GSAXCESS® to determine when Excess Screening ends. On this date, State agencies become eligible for available property during the Surplus Screening cycle.

Property Description

This field provides you with up to 5280 characters of text for description of your property. As you enter more than ten lines of text, the Property Description lines will scroll down as you type. It is mandatory to provide at least one line of Property description data. The more description you provide, the better the likelihood that a prospective customer will find your property, select it, and remove it from your premises quickly. Descriptive information might include: physical attributes including more information about the condition of the property; product capacities; type of material used; part numbers or other descriptive codes; product uses; and product quality.

What if I have more than one item for this property report?

You can use Report Property Option Buttons “More Items and Retain Common Data Only” or “More Items and Redisplay All Items” on the property data screen to describe additional items on your property report.

By clicking the “**More Items and Retain Common Data Only**” button, you are submitting the property record and are beginning a new record containing the "Common" data of the record just completed. The cursor takes you to a point mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. Enter a new serial number and proceed down the screen, entering the data for your next item. You will not have to re-enter any of the (common) data that appears before the cursor.

By clicking the “**More Items and Redisplay All Items**” button, you are submitting the property record and are beginning a new record containing all of the data from the previous record. The cursor takes you to a point, mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. Enter a new serial number. You may then type over any data that needs changing.

How can I get a copy of my completed property report?

Clicking on the “Report” button takes you to a printable "Personal Property Report". This report displays the data you submitted for your property item. Printing a copy gives you a record of your work. Note that clicking the "Report" button simultaneously "Submits" your property record. Upon returning from the "Personal Property Report" screen to the "Property Report Data Creation" you will see a message to this effect: "Master Record Added - - Serial Number = 9999".

You can also click the browser's print button to print the Property Report.
Modify Property Reports in GSAXcess®

What if I need to change some of the data on my property report?

The Report Property Menu allows you to change any of the data on your active property reports. If you do not know the Item Control Number for the property report that you are changing, use the Review Property Reports Option discussed in the next section of the User Guide.

GSAXcess® Main Menu

[Report Property Menu](#)

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)

AAMS Menu

- [Search and Freeze](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Delete Freezes](#)
- [Want List Items](#)

Search & Select Menu

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)

User Maintenance Menu

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

CFL Functions Menu

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)

How do I change property item information?

Click on the **Modify Report** hypertext from the Report Property Menu. The system displays the Property Data Update screen with a message stating, “Enter Item Control Number and Click Submit”.

Property Data Update

Fields marked with an asterisk* are required.

Enter Item Control Number and Click Submit

Item Control Number* 360201 - 8002 - 2323 - [Upload Pictures](#)

Agency Bureau*

[Reporting Agency Address](#)*

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

City State ZIP -

[Point of Contact](#)*

Check if Point of Contact and

First Name Last Name

Phone - - Extension

[Report](#) [Previous](#) [Next](#) [Submit](#) [Back](#) [Help](#)

You enter the appropriate Item Control Number for the property item you wish to modify and click the red Submit button. The following screen displays:

U.S. General Services Administration

User Guides FAQ Program Links Contact Links GSAXcess® HelpDesk

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

Basic Search Options Advanced Search Menu Home Logout

Property Data Update Back Help

Report Previous Next Submit

Fields marked with an asterisk* are required.

Property Item Record found -- Make Changes and Click Submit

Item Control Number* 360201 - 8002 - 2323 - Upload Pictures

Agency Bureau* 3603 Procurement and Supply

Reporting Agency Address* DEPT OF VETERANS AFFAIRS

Check if Reporting Agency Address and Property Location information are the same BOISE VA MEDICAL CENTER

500 W FORT ST

City BOISE State ID ZIP 83702 -

Point of Contact* First Name NANCY Last Name BROTHERTON

Check if Point of Contact and Property Custodian information are the same Phone 703 - 605 - 2885 Extension

Fax - - -

Email Address nancy.brotherton@gsa.gov

Notify Point of Contact when Available for Sale

Property Location* DEPT OF VETERANS AFFAIRS

BOISE VA MEDICAL CENTER

500 W FORT ST

City BOISE State ID ZIP 83702 -

Property Custodian* First Name NANCY Last Name BROTHERTON

Phone 703 - 605 - 2885 Extension

Fax - - -

Email Address nancy.brotherton@gsa.gov

NOTE: Changes on the Property Report Screen affect the property report but does not affect the address or contact information files. If you describe a new address or person of any kind with this screen, that address or person will also need to be added the next time you create a property report for the new address or person.

The system displays the property data for the property item on the property report. The system also displays a message at the top of the screen stating “Property Master Record Found – Make Changes and Click Submit”.

In the example above, you make changes to the item quantity, and property description. By clicking and dragging the right-hand scroll bar you can scroll up or down to find the property information you want to change. You make the changes and click the red Submit button.

Property Data Update

Fields marked with an asterisk * are required.

Property Item Record Updated -- Serial Number = 2323

Item Control Number* 360201 - 8002 - 2323 - [Upload Pictures](#)

Agency Bureau* 3603 Procurement and Supply

Reporting Agency Address*

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

DEPT OF VETERANS AFFAIRS
BOISE VA MEDICAL CENTER
500 W FORT ST
City BOISE State ID ZIP 83702 -

Point of Contact*

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

First Name NANCY Last Name BROTHERTON
Phone 703 - 605 - 2885 Extension
Fax
Email Address nancy.brotherton@gsa.gov
 Notify Point of Contact when Available for Sale

Property Location*

DEPT OF VETERANS AFFAIRS
BOISE VA MEDICAL CENTER
500 W FORT ST
City BOISE State ID ZIP 83702 -

Property Custodian*

First Name NANCY Last Name BROTHERTON
Phone 703 - 605 - 2885 Extension
Fax

After you click the red submit button, the system confirms the changes with the message "Property Record Master Updated -- Serial No. = XXXX". This message lets you know that your changes are complete.

To modify another Personal Property Report while in the Property Data Update screen, type the appropriate Item Control Number and click the Submit Button. The previous Property Data Report data will be replaced with the appropriate record.

To return to the GSAXcess® Main Menu, click the Back Button.

Clicking on the red "Report" button displays a printable view of the entire Personal Property Report.

Back Print Help


Personal Property Report

Property Item record displayed

| | |
|--------------------------------|------------------------------------|
| Property Report Number | 3602018002 2323 |
| Date Created | 01/02/2008 |
| Surplus Release Date | 01/16/2008 |
| Excess Release Date | 01/12/2008 |
| Condition | Usable |
| Original Quantity Reported | 2 |
| Quantity Available | 1 EACH |
| Original Unit Acquisition Cost | 500.00 |
| Fair Market Value | 0.00 |
| Total Acquisition Cost | 500.00 |
| FSC/NIIN | 7110 |
| GSA Control No. | |
| Internal Drop Flag | No |
| FAS Center | GSA Sales |
| Exchange/Sale Item | No |
| Make | |
| Manufacturer | |
| Item Name | OFFICE FURNITURE - DESK, EXECUTIVE |

| | | | |
|---|--------------------------|---------------|-------------------|
| TO (Name and address of agency which report is made through) | | | |
| VETERANS ADMINISTRATION DEPT OF VETERANS AFFAIRS VA CENTRAL OFFICE 810 VERMONT AVENUE N W WASHINGTON DC 20420 | | | |
| FROM (Name and address of Reporting Agency) | | | |
| DEPT OF VETERANS AFFAIRS BOISE VA MEDICAL CENTER 500 W FORT ST BOISE , ID-837020000 | | | |
| For further information contact(Name, Telephone, Extension and Fax No.) | | | |
| POC First and Last Name: | NANCY BROTHERTON | Phone: | 703 605 2885 Ext: |
| EMAIL Address | nancy.brotherton@gsa.gov | Fax: | |
| Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No) | | | |
| Custodian Name: | NANCY BROTHERTON | Phone: | 703 605 2885 Ext: |
| EMAIL Address | nancy.brotherton@gsa.gov | Fax: | |
| Location of Property | | | |
| DEPT OF VETERANS AFFAIRS BOISE VA MEDICAL CENTER 500 W FORT ST BOISE , ID-837020000 | | | |
| Property Description | | | |
| MAHOGANY EXECUTIVE DESK 36" X 60" LAP DRAWER 3 FILE DRAWERS BRASS HARDWARE | | | |

To print this page, click on the Print Button in the upper right-hand corner or use your browser's print button.

To receive assistance in understanding the information and what the fields indicate, click on the Help Button in the upper right-hand corner.

To return to the Property Data Update screen, press the Back Button.

What if I need to add more items to my property report?

You cannot add more items to a previously-created property report. If you need to add more items, first exit from the Modify Property screens. Then choose Create Property Report on the Report Property Menu. From there you can create new property reports as described in the sections above.

Review Property Reports

How can I review my active property reports?

The Report Property Menu provides an option that allows you to review your current, active property reports. You click on the [Review Report](#) hypertext from the Report Property Menu.

The system displays the Review Reports Search Screen.

The Review Reports Search Screen allows you to search for your property reports in any one of three ways. When the Review Reports Search Screen initially displays, **Selection #1, Item Control Number Sequence** is set as a default selection.

If you choose **Selection #1, Item Control Number Sequence**, you will see all your property reports from oldest to newest in Item Control Number order. This is a good choice if you have a small number of property reports to review.

If you choose **Report Date and Item Control Number Sequence**, you can choose property from a specific date, and have the system sort the results of this search by age: either oldest to newest or newest to oldest. This choice is better if you have a large number of property reports and wish to review a portion of your reports at a time. **Note:** Only one of the two date sort fields may be chosen for each search. Be sure to type a valid date (MMDDCCYY) in the From Date field or leave it blank to see all records.

If you choose **From Report Number or Item Control Number** you will see all property reports starting from a particular property report number or item control number. This is a good choice if you want to limit your search to a particular report or item. This option works best if you report property for multiple property generators. The system provides the Activity Address Code of your Report Number or Item Control Number automatically. You can type the Julian Date (YDDD) to see all items from that Report Number onward, or you can type both the Julian Date and the Serial Number if you want to see from that line item onward.

How can I review my property reports by Item Control Number sequence?

The first example shows a search by Item Control Number Sequence.

You enter the Agency Code and Activity Address Code. You then select Item Control Number Sequence by clicking on the radio button to the left of the selection. You click the red Submit Button.

Review Reports Search Screen

Reporting Agency Activity Address Code
 (Mandatory For All Selections)

Selection #1
 Item Control Number Sequence

Selection #2
 Report Date and Item Control Number Sequence
 Oldest To Newest Newest To Oldest From Report Date (MMDDCCYY)

Selection #3
 From Report Number or Item Control Number Sequence
 Julian Date Serial No.

[Submit](#)

After clicking the red Submit button, the system displays the first page of the Property Report Status Screen which displays the Item Control Number, Noun Nomenclature, and the current Status for each item. Appendix F contains the Current Status definitions.

Property Report Status Screen

ITEM CONTROL NUMBER SEQUENCE Page : 1

No more Property records available

| Item Control Number | Noun Nomenclature | Status |
|----------------------------------|----------------------------------|-------------|
| 366704 7352 X001 | ELECTRIC BED WITH BUILT IN SCALE | TRANSFERRED |
| 366704 7352 X010 | TOMMY LIFT | TRANSFERRED |
| 366704 8007 X001 | FREEZER BLOOD PLASMA STORAGE | EXCESS |
| 366704 8007 X002 | ANALYZER BACTERIAL | EXCESS |
| 366704 8007 X003 | OVEN LABORATORY | EXCESS |
| 366704 8007 X004 | REFRIGERATOR | EXCESS |

To view the next page of property items, click the red Next Button. The red Next Button only displays when you have 50 or more property items to display (The example above has been shortened for space constraints).

You can view the Personal Property Report by clicking on the blue hypertext Item Control Number. By clicking on 366704 7352 X001, the system displays the Personal Property Report below.

GSAXcess®
GSA U.S. General Services Administration

User Guides FAQ Program Links Contact Links GSAXcess® HelpDesk

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

Basic Search Options [Advanced Search](#) [Menu](#) [Home](#) [Logout](#)

Personal Property Report

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

Property Master record displayed

| | |
|---------------------------------------|----------------------------------|
| Property Report Number | 3667047352 X001 |
| Date Created | 12/28/2007 |
| Surplus Release Date | 01/18/2008 |
| Excess Release Date | 12/28/2007 |
| Condition | Usable |
| Original Quantity Reported | 1 |
| Quantity Available | 0 EACH |
| Original Unit Acquisition Cost | 8,083.54 |
| Fair Market Value | 0.00 |
| Total Acquisition Cost | 0.00 |
| FSC/NIIN | 6530 |
| GSA Control No. | 88387412 |
| Internal Drop Flag | No |
| FAS Center | GSA Sales |
| Exchange/Sale Item | No |
| Make | HILL ROM |
| Manufacturer | HILL ROM |
| Date Acquisition: | 09/27/1993 |
| Item Name | ELECTRIC BED WITH BUILT IN SCALE |

| | |
|--------------|---------|
| Model | CENTURY |
|--------------|---------|

TO (Name and address of agency which report is made through)

GENERAL SERVICES ADMINISTRATION
P.O. BOX 25506 ROOM 253 (7QSCD)
BLDG 41 DENVER FEDERAL CENTER
DENVER CO802250536

FROM (Name and address of Reporting Agency)

VA BLACK HILLS HEALTHCARE
500 NORTH 5TH STREET
HOT SPRINGS , SD-57747

For further information contact(Name, Telephone, Extension and Fax No.)

| | | | | | |
|---------------------------------|------------------------------|---------------|------------------------|-------------|--------------|
| POC First and Last Name: | JOHNNY HUDDLESTON | Phone: | 605 745 2000 Ext: 2364 | Fax: | 605 745 2879 |
| EMAIL Address | JOHNNY.HUDDLESTON@MED.VA.GOV | | | | |

Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No.)

How can I review my property reports by Report Date and Item Control Sequence Number?

In the next example, you choose Report Date and Item Control Sequence Number from the month of July, 2007 with sort results from oldest to newest.

Review Reports Search Screen

Reporting Agency: Activity Address Code:
 (Mandatory For All Selections)

Selection #1
 Item Control Number Sequence

Selection #2
 Report Date and Item Control Number Sequence
 Oldest To Newest Newest To Oldest From Report Date: (MMDDCCYY)

Selection #3
 From Report Number or Item Control Number Sequence
 Julian Date: Serial No.:

Note: You can see all outstanding property reports in date sequence including those prior to the current month by leaving the From Report Date field blank.

By clicking the red Submit Button, the system displays the first page of selected property reports that meet the required criteria.

Property Report Status Screen

OLDEST TO NEWEST FROM DATE 20070701 Page: 1

No more Property records available

| Item Control Number | Noun Nomenclature | Status |
|----------------------------------|----------------------------------|-------------|
| 366704 7352 X001 | ELECTRIC BED WITH BUILT IN SCALE | TRANSFERRED |
| 366704 7352 X010 | TOMMY LIFT | TRANSFERRED |
| 366704 8007 X001 | FREEZER BLOOD PLASMA STORAGE | EXCESS |
| 366704 8007 X002 | ANALYZER BACTERIAL | EXCESS |
| 366704 8007 X003 | OVEN LABORATORY | EXCESS |
| 366704 8007 X004 | REFRIGERATOR | EXCESS |

| | |
|---------------|---|
| <u>Status</u> | <u>Status Description</u> |
| CFL | Property is in the Computers for Learning Screening for 7 days |
| Internal | Property is in AAMS Internal Screening |
| Excess | Property is in GSAXcess Screening |
| Transferred | Property has been transferred and will display for 7 days after the transfer date |

How can I review my property reports by Report Number or Item Control Number Sequence?

In the next example, you choose Report Number or Item Control Number Sequence. Report Number or Item Control Number option works best if you report property for multiple property generators. You can type the Julian Date to see all items from that Report Number onward, or you can type both the Julian Date and the Serial Number if you want to see from that line item onward. Be sure that the Julian Date is in the proper format (YDDD).

Review Reports Search Screen

Reporting Agency: Activity Address Code:
 (Mandatory For All Selections)

Selection #1
 Item Control Number Sequence

Selection #2
 Report Date and Item Control Number Sequence
 Oldest To Newest Newest To Oldest From Report Date: (MMDDCCYY)

Selection #3
 From Report Number or Item Control Number Sequence
 Julian Date: Serial No.:

Submit

By clicking the red Submit Button, the system displays the Property Report Status Screen with the selected search criteria. The Julian Date criteria requests Property Reports from the 344th day of 2007 with Serial Number beginning with 0001.

Property Report Status Screen

ITEM CONTROL NUMBER JDATE/SER: 0344/0001 Page: 1

No more Property records available

| Item Control Number | Noun Nomenclature | Status |
|----------------------------------|----------------------------------|-------------|
| 366704 7352 X001 | ELECTRIC BED WITH BUILT IN SCALE | TRANSFERRED |
| 366704 7352 X010 | TOMMY LIFT | TRANSFERRED |
| 366704 8007 X001 | FREEZER BLOOD PLASMA STORAGE | EXCESS |
| 366704 8007 X002 | ANALYZER BACTERIAL | EXCESS |
| 366704 8007 X003 | OVEN LABORATORY | EXCESS |
| 366704 8007 X004 | REFRIGERATOR | EXCESS |

Delete Property Reports

What if I need to delete my property report in Internal Screening?

To delete your Property Report, click on Delete Report (AAMS/EADS Only) under the Report Property Menu.

The screenshot shows the GSAXcess Main Menu. The 'Report Property Menu' is expanded, showing several options. The option 'Delete Report (AAMS/EADS Only)' is highlighted in red. Other options include 'Create Report', 'Modify Report', 'Review Report', and 'Upload Pictures'. The 'Search & Select Menu' includes 'Search and Select', 'Inquire Requests', 'Change Requests', 'Delete Requests', and 'Want List Items'. The 'CFL Functions Menu' includes 'View/Allocate Requested Items', 'Confirm Allocations', 'Transfer', 'Change Allocation/Transfer', 'School Search', 'Resend School Transfer Order', and 'Post Transaction Module'. The 'AAMS Menu' includes 'Search and Freeze', 'Review and Transfer Multiple Items', 'Transfer Single Item By Control No', 'Delete Freezes', and 'Want List Items'. The 'User Maintenance Menu' includes 'APO/NUO', 'Help Desk', 'Send Group Email', 'Update Your Information', and 'Change Your Password'. Navigation links for 'Advanced Search', 'Home', and 'Logout' are visible at the top right.

The following Delete Property Report screen displays.

The screenshot shows the 'Delete Property Report' screen. At the top, there is a 'Delete' button. Below it, a message states 'No more Property Items available'. A table lists three property items, each with a checkbox in the 'Option' column. The table has columns for 'Option', 'Item Control', 'Number', 'Noun Nomenclature', and 'Status'. The items are:

| Option | Item Control | Number | Noun Nomenclature | Status |
|--------------------------|--------------|--------|---|----------|
| <input type="checkbox"/> | 3602018002 | 2323 | OFFICE FURNITURE - DESK, EXECUTIVE | INTERNAL |
| <input type="checkbox"/> | 3602018002 | 8989 | MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES | INTERNAL |
| <input type="checkbox"/> | 3602018002 | 9999 | MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES | INTERNAL |

At the bottom of the table, there is a 'Delete' button. Navigation links for 'Back' and 'Help' are visible at the top right.

To delete the property record, click on the Option checkbox and click the red Delete button. After you delete a property item, that item will no longer be available to customers trying to acquire property. You should take care before you delete an item. Once you delete an item, you re-report the item using the Create Property Report Option discussed earlier in this section.

The system will display a confirmation message that says, “Delete successful – X Records Deleted”.

Delete Property Report

Back Help

Delete

Page : 1

Delete successful -- 1 Records deleted

| Option | Item Control | Number | Noun Nomenclature | Status |
|--------------------------|--------------|--------|---|----------|
| <input type="checkbox"/> | 3602018002 | 2323 | OFFICE FURNITURE - DESK, EXECUTIVE | INTERNAL |
| <input type="checkbox"/> | 3602018002 | 9999 | MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES | INTERNAL |

Delete

What if I need to delete my property report in GSAXcess®?

To delete your Property Report, contact your Area Property Officer.

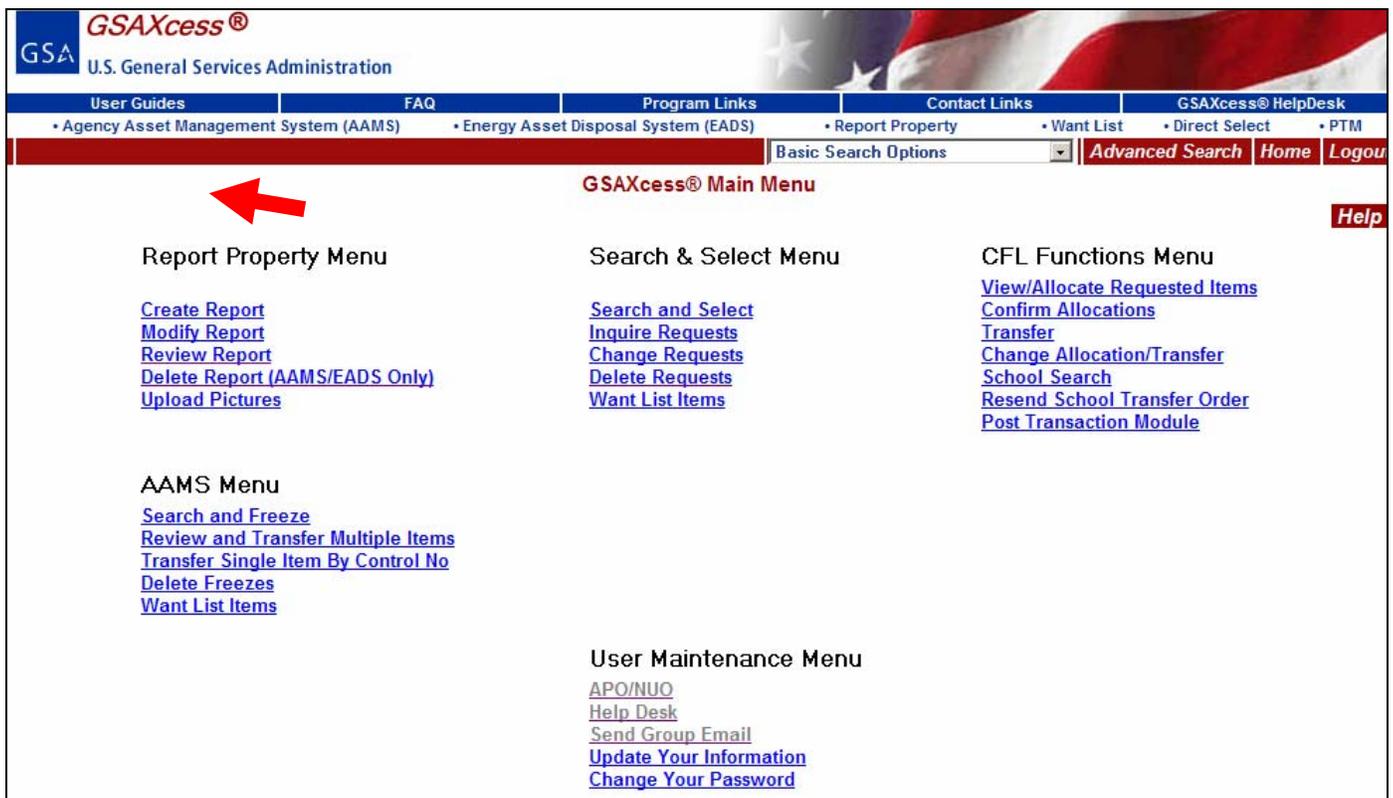
Uploading Pictures

How do I upload pictures?

There are two methods to upload pictures in GSAXcess®. One method is performed from the GSAXcess® Main Menu and the other is performed from the Report Property Module.

You can upload pictures from the Property Report Data Creation, the Property Data Update, or the GSAXcess® Main Menu by clicking **Upload Pictures**.

Click the **Upload Pictures** link on the Property Report Data Creation, the Property Data Update or from the GSAXcess® Main Menu.



From Property Report Data Creation and Update

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.

No Property Save Record Found

Item Control Number * - 7204 - - [Upload Picture](#)

Agency Bureau * 4709 Federal Supply Service, All Other

[Reporting Agency Address](#) *

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

City State ZIP -

The GSAXcess® Photo File Upload application begins to open, and a security box displays. Click **Yes** to accept the certificate, then **Yes** to display the non-secure items. The **GSAXcess® Photo File Upload** application will appear.

GSAXcess® - Photo File Upload

Description : No Description found
Item Control Number (ICN) - Any Item

This is a U.S. Federal government website and is subject to monitoring. No expectation of privacy can be assumed. This File Upload function is strictly for use by "AUTHORIZED USERS ONLY".

To utilize this option, contact the GSAXcess® Help Desk at (Toll free) 866-333-7472 to get the **User name and Password** or for further assistance.

Any unauthorized activity may result in disciplinary action including criminal prosecution.

Step 1: Click on the 'Browse' button, to select the file to upload.
Note: All filenames must begin with the Item Control Number (consists of a six position Activity Address Code + four position Julian Date + four position Serial Number and/or an optional Serial Number Suffix) of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg" (no dashes, slash marks, or spaces). For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item.
 Step 2: Click on the 'Upload' Button to upload the file OR Click on 'Close' to close window.

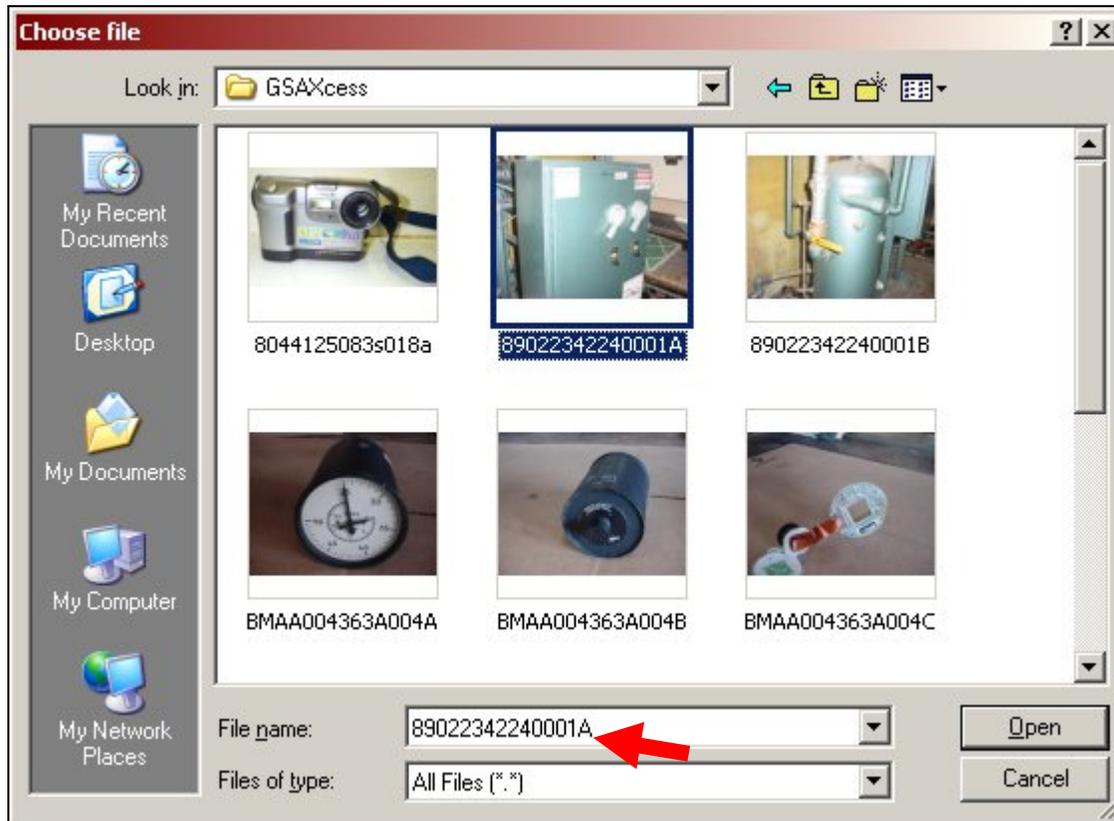
Warning: If a file with the same name is available at the destination, it will be overwritten.

Please select file and upload

Note: All uploaded photos must be named using the Item Control Number for the item, which is found at the top of the GSAXcess® Photo File Upload application. This requires you to navigate to the images on your system and manually change the file names of the photos to reflect the Item Control Number. Steps 4-6 explain the steps required for doing this.

1. Select the Item Control Number with your mouse, then press CTRL+C to copy the Item Control Number to the clipboard (the clipboard is the place that copied text or images get temporarily stored).
2. Paste the Item Control Number into the existing item image filename to rename it by pressing CTRL+V.
3. All filenames must begin with the Item Control Number of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg". For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item.

- To upload a photo, click Browse and navigate to the photo's location in your file system. Each photo must be uploaded individually, so while browsing your file system, only select one photo.
- Select the photo you wish to upload, then Click Open. The file path and name will appear in the GSAXcess® Photo File Upload application next to the Browse button.



- On the GSAXcess® Photo File Upload application, Click Upload to upload the photo to GSAXcess®. The network authentication dialog box appears:



- Enter your photo upload username and password. Click the **Remember my password** check box (this will save you some time during future uploads), then click **OK**.

Note: You will be required to authenticate every time you open the photo upload application. You may upload all of the item's photos in one session.

- Repeat the process to upload all of the photos for the item you are working on. You will receive a confirmation message after each successful file upload (see Example below).

GSAXcess® - Photo File Upload

Description : No Description found
 Item Control Number (ICN) - 89022342240001

This is a U.S. Federal government website and is subject to monitoring. No expectation of privacy can be assumed. This File Upload function is strictly for use by "AUTHORIZED USERS ONLY".

To utilize this option, contact the GSAXcess® Help Desk at (Toll free) 866-333-7472 to get the User name and Password or for further assistance.

Any unauthorized activity may result in disciplinary action including criminal prosecution.

Step 1: Click on the 'Browse' button, to select the file to upload.
Note: All filenames must begin with the Item Control Number (consists of a six position Activity Address Code + four position Julian Date + four position Serial Number and/or an optional Serial Number Suffix) of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg" (no dashes, slash marks, or spaces). For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item.
Step 2: Click on the 'Upload' Button to upload the file OR Click on 'Close' to close window.

Warning: If a file with the same name is available at the destination, it will be overwritten.

File "89022342240001A.JPG" uploaded Successfully

User Maintenance

How do I update my user information?

To update your user profile information, you click on the [Update Your Information](#) blue hypertext from the User Maintenance Menu on the GSAXcess® Main Menu or from the [Update User Contact Information](#) link located on the GSAXcess® login page (as shown in the Examples below).

GSAXcess® Main Menu Screen

GSAXcess® Login Screen



Clicking on the [Update Your Information](#) or [Update User Contact Information](#) displays the following “Update User Contact Information” screen:

Update User Contact Information

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

[Exit](#) [Cancel](#) [Return](#) [Update](#)

Please update your User Contact Information

Fields marked with an asterisk * are required.

User Information

| | | | |
|------------------------|---|------------|----------------------|
| Access Code | NANCY | | |
| First Name | NANCY | | |
| Middle Initial | | | |
| Last Name | BROTHERTON1 | | |
| Phone Number* | 703 - 308 - 1640 | Extension: | <input type="text"/> |
| Email Address* | <input type="text" value="NANCY.BROTHERTON@GSA.GOV"/> | | |
| Confirm Email Address* | <input type="text" value="NANCY.BROTHERTON@GSA.GOV"/> | | |
| Receive Group Message* | Yes <input checked="" type="radio"/> No <input type="radio"/> | | |

Choose a question in case you forget your password

Select your personal clue question*

Enter the answer to your clue question* Must be 3 to 20 characters

Approval Official Information

| | |
|--------------------------|---|
| First Name* | <input type="text" value="NANCY"/> |
| Middle Initial | <input type="text" value="J"/> |
| Last Name* | <input type="text" value="BROTHERTON"/> |
| Fax Number* | <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> |
| Room Number | <input type="text"/> |
| Email Address* | <input type="text" value="NANCY.BROTHERTON@GSA.GOV"/> |
| Confirm Email Address* | <input type="text" value="NANCY.BROTHERTON@GSA.GOV"/> |
| CC Email Address | <input type="text"/> |
| Confirm CC Email Address | <input type="text"/> |

[Exit](#) [Cancel](#) [Return](#) [Update](#)

You update your user information on this screen. Your User ID (access code) and first and last name are read only. You can update your phone number and email address.

You may also indicate that you want to receive system messages letting you know if the system is down or other items of interest by selecting Yes or No radio buttons next to Receive Group Message.

You may change your clue question from this screen. Your clue question is a safeguard to unlock your password should you forget it.

You may also change the approving official's information from this screen. GSAXcess® will send a copy of the Transfer Order to the fax number (if Agency Approval Email address is not provided) or to the Email address when Allocation or Requisition without Allocation was done on any of your requests on Property.

How do I change my password?

To change your password from the GSAXcess® Main Menu, you click on the [Change Your Password](#) blue hypertext from the User Maintenance Menu or the [Change Password](#) link from the GSAXcess® Login Page (as shown in the Examples below).

To change your password, enter your current GSAXcess® Login and Password. Click on the “Click Here” hypertext to the right of Change Password.

By clicking on the [Change Your Password](#) blue hypertext or [Change Password](#) link the following “Password Change” screen displays:

Password Change [Back](#) [Help](#)

Please enter current password, new password and confirm password and click Submit

Access Code : AAMS User Name : NANCY BRETHERTON

Fields marked with an asterisk * are required.

Enter Current Password *

Enter New Password * (Must be 3 to 10 Characters)

Confirm New Password *

Please Choose a question in case you forget your password

Please select your personal clue question * Enter the answer to your clue question * Must be 3 to 20 characters

[Exit](#) [Cancel](#) [Submit*](#)

Enter Current Password; Enter new Password; confirm new Password and then click the red **Submit** button. Your new Password can be 3 to 10 characters and will last indefinitely. If your password is less than 10 characters, you will need to depress the tab key so that the cursor navigates to the next field.

What if I forgot my password?

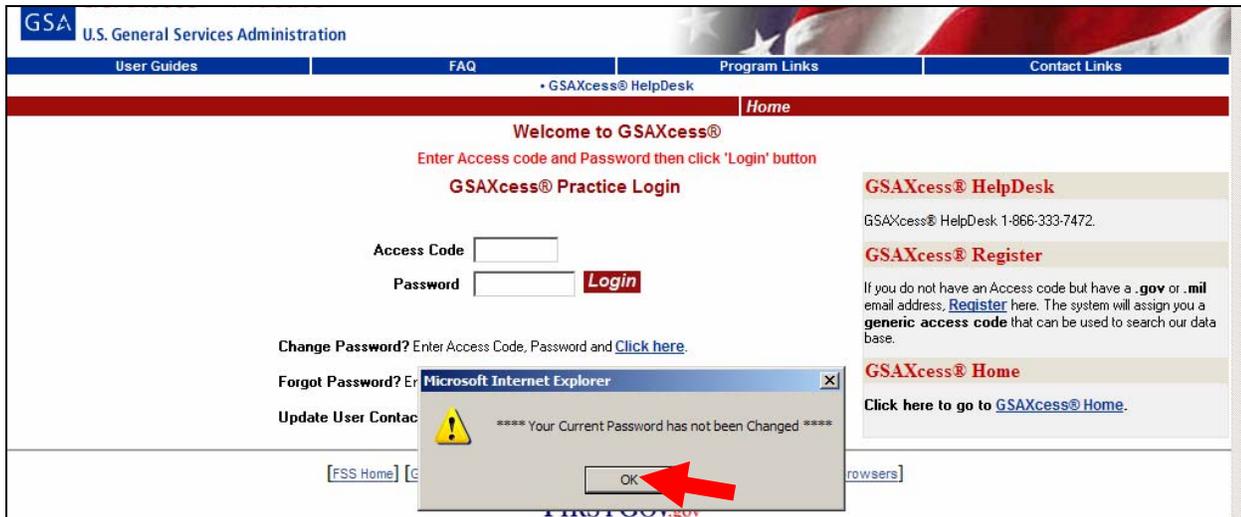
If you have forgotten your password, you can change it yourself by clicking on the [Forgot Password](#) link from the GSAXcess® Login Page (as shown in the Example below).

Enter your access code and click on [Click Here](#) next to Forgot Password?

The following GSAXcess® Login screen displays:

GSAXcess® prompts you to answer your clue question. Enter your clue question answer, then enter new Password and confirm new Password. Click the red submit button to complete the password change. The system displays a confirmation message stating, “Your Password has been Changed Successfully ...Click Submit to Continue”. When you click submit you are logged into GSAXcess®.

If you remember your password while in this screen, click the red cancel button. The system displays a message stating, “Your Current Password has not been Changed”. Click OK. You are returned to the Login page where you can enter your Access Code and Current Password.



Electronic Batch Method

This method is for VA activities that have a high volume of property to report or for VA activities that already have a computer system to capture excess property data. This method requires that you use your own system to create electronic records that can be transmitted to GSAXcess®/AAMS. If you do not have a system to capture property record data and you have a high volume of property to report, then you should consider creating such a system so that you can use the Electronic Batch Method to report your property electronically to GSAXcess®/AAMS.

In the past, GSAXcess® required seven types of records for each item reported. However, the current version of GSAXcess®/AAMS requires two types of records: a description record that contains up to sixty six lines of description for each item; and a common data record that includes the address data and all other data pertaining to the item.

You may transmit your file when needed or as often as five times per week. GSAXcess®/AAMS will process your file and create three files for your review: an Audit Trail File, an Exception File, and a Drop File. The Audit Trail File can be used to compare your record count with the record count processed by GSAXcess®/AAMS. If any of your records fail an edit, you can review the Exception File to determine the problem, correct the data, and retransmit the record to GSAXcess®/AAMS. The Drop File contains records that have been dropped or deleted from the GSAXcess®/AAMS data base. These items have completed Internal Screening and are now being returned to you for further processing.

Batch Property Reporting

How do I report my property to GSAXcess®/AAMS via the Electronic Batch Method?

Use your local computer system to enter data that describes your property. Your local system will allow you to create new property reports or to modify or delete old property reports. GSAXcess®/AAMS will know if your record is for a new report or if it is a modification or deletion based upon the Report Type Flags that your local system sends in the record to GSAXcess®/AAMS. The Report Type Flags are a 3 character field that your local system sets to "YNN" for new reports, "NYN" for modifications, and "NNY" for deletions. After you have completed the data entry for all property to be reported, use your local system to create the appropriate property report records and transmit them to the GSAXcess®/AAMS system.

What method do I use to transmit my files to GSAXcess®/AAMS?

You will need a communications software product commonly known as File Transfer Protocol (FTP). This software allows you to name the source and destination for your file. You will also need an Internet connection in order to send the files via FTP. Follow the directions in the manual provided with your FTP software for further information.

How do I set up the process for my first transmission?

When you are ready to send your first file, contact the appropriate Organizational Property Management Officer who will provide you with a point of contact at the GSA. You will also receive the Destination IP Address for the GSA computer as well as the Destination User Code and Password. Once you have clearance, you may contact the GSA point of contact to make an appointment for your first test. The GSA point of contact will give you the destination drive and directory names as well as the destination file names for your activity.

Before you transmit your first file, you must make a copy of the file and store it in a safe place. Keep the copy of this file for fourteen days before removal. If re-transmission is necessary, you can copy the file from the safe place and re-send it to GSAXcess®/AAMS. Be sure to keep your copy of the file for an additional fourteen days whenever you re-send a file.

After you transmit your file, the system will edit the file for errors. Those records that fail the edits will be placed on the Exception File. The records on this file are an exact copy of the records you sent plus an eighty character error message at the end of the record. The error message explains the problem with the record. The second file created is the Audit Trail File. This file contains the date your file was processed and the record count.

After the Audit Trail and Exception Files are created, you will need to use FTP to get them from the GSA computer. Once the files are down-loaded to your computer, you should review them. Make sure that the record count on the Audit Trail File matches the count of the records that you sent for the test. Also, check to make sure the date of the file processed is correct. You should review the Exceptions and correct the data via your local computer system. Then re-send the corrected records along with any new property reports to the GSAXcess®/AAMS system. Continue this process until both you and your point of contact at the GSA agree that the interface is working correctly.

How does the process work after the initial test?

Once the test is complete, you may transmit property records up to five times per week. The GSAXcess®/AAMS system will process your files each week night. Be sure to save a copy of your file to a safe place and keep the copy for fourteen days. The morning after you send your file, you will contact the GSA computer and run FTP to pick up your Audit Trail and Exception Files. Review the Audit Trail and Exception files as you did during the first test run. Correct any exceptions and re-send them to GSAXcess®/AAMS. You may also receive a third file called the Drop File. After you down-load the three files, store them in a safe place for fourteen days prior to removal.

What is the Drop File and when should I look for it?

The Drop File contains property records that have completed the Internal Screening process. See the section, above, on Internal Screening Basics for further information. Since the Drop File is unrelated to the Property reporting process, you must check the GSA computer every morning to see if there is a Drop File there for your activity. It is important that you check every week day since the GSAXcess®/AAMS system could create dropped records for you at any time. When the system creates a Drop File for you, it will remove the previous day's file and replace it with the current day's drop file.

When you find a Drop File for your activity, down-load it to your PC and follow your local procedures to process these records.

Searching for property

Who can search for property?

Generally, only VA (AAMS) employees and VA contractors who are provided User ID codes by GSA or their National Utilization Officers can use GSAXcess®/AAMS to search for property undergoing internal screening within AAMS.

What is searched?

When you conduct a search using GSAXcess®/AAMS, you are screening the VA's nationwide inventory of property undergoing internal screening. This complements the regular GSAXcess® search feature which allows you to search the excess property of all Federal agencies during the Excess Screening Cycle.

When can I search for property?

The GSAXcess®/AAMS database can be accessed 24 hours, 7 days a week, with the exception of 9:00 p.m. to 10:00 p.m. Eastern Standard Time daily, when the system is down due to cycle maintenance.

Why is property searched?

Most often GSAXcess®/AAMS will be searched to determine the availability of excess personal property and to fill requirements to initiate a request for its transfer. However, VA activities can also search GSAXcess®/AAMS to determine the disposal status of property undergoing internal screening.

How do I search for property on GSAXcess®/AAMS?

When you first logon to GSAXcess® with your User ID and Password, the system displays the GSAXcess® Basic Search page. This page shows only property items currently screening in GSAXcess®. You will need to click on either the AAMS hyperlink in the menu bar or the Menu button to access the AAMS main menu.

The screenshot displays the GSAXcess® web interface. At the top left is the GSA logo and the text "GSAXcess® U.S. General Services Administration". A navigation menu includes "User Guides", "FAQ", "Program Links", "Contact Links", and "GSAXcess® HelpDesk". Below this is a secondary menu with "Agency Asset Management System (AAMS)", "Energy Asset Disposal System (EADS)", "Report Property", "Want List", "Direct Select", and "PTM". A search bar contains "Global Search" and "Exact Phrase" with a "Go" button. To the right of the search bar are "Basic Search Options", "Advanced Search", "Menu", "Home", and "Logout".

The main content area is titled "Worldwide Property Items by Category" and shows "All Items Available - All Categories". It includes a "View Cart (0)" button, a "Checkout" button, and a "Help" button. Below this, it states "Total number of items available: 33,295 / Total items available with Photos: 1,190". A list of property categories follows, each with a link and a count in parentheses:

- [Agricultural Equipment and Supplies](#) (68/11)
- [Aircraft](#) (1/0)
- [Aircraft Parts and Tires](#) (1,362/13)
- [Automobiles](#) (37/17)
- [Boats](#) (22/11)
- [Clothing and Personal](#) (1,687/2)
- [Communication and Detection Equipment](#) (875/20)
- [Computer Equipment](#) (4,294/108)
- [Computer Software and Accessories](#) (589/5)
- [Construction Equipment](#) (69/25)
- [Electrical and Electronic Equipment and Components](#) (2,590/22)
- [Electrical and Electronic Measuring and Testing Equipment](#) (972/13)
- [Fire Trucks and Fire Fighting Equipment](#) (108/20)
- [Food Preparation and Serving Equipment](#) (241/16)
- [Furniture](#) (1,643/98)
- [Hardware](#) (5,188/20)
- [Household](#) (295/5)
- [Industrial Service and Trade Machinery](#) (153/9)
- [Industrial Special Machinery](#) (261/19)
- [Jewelry and Collectibles](#) (2/0)
- [Lab Equipment](#) (742/48)
- [Lighting](#) (276/5)
- [Marine Equipment](#) (39/1)
- [Materials Handling Equipment](#) (115/45)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,055/109)
- [Miscellaneous](#) (7,610/127)
- [Motorcycles and Bicycles](#) (21/6)
- [Musical Instruments](#) (10/0)
- [Navigation Equipment](#) (72/1)
- [Office Equipment](#) (162/11)
- [Office Supplies and Forms](#) (91/2)
- [Photographic Equipment](#) (336/37)
- [Recording Equipment](#) (255/1)
- [Recreation](#) (183/0)
- [Refrigeration and Air Conditioning Equipment](#) (270/10)
- [Tools](#) (382/9)
- [Travel Trailer and/or Mobile Home](#) (337/132)
- [Trucks, Trailers and Tractors](#) (443/209)
- [Vehicular Components and Tires](#) (439/3)

By clicking on either the AAMS hyperlink or Menu button, the system will display the GSAXcess® Main Menu Screen where you can access the AAMS Menu options.

GSAXcess® Main Menu

[Help](#)

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)

AAMS Menu

- [Search and Freeze](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Delete Freezes](#)
- [Want List Items](#)

Search & Select Menu

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)

User Maintenance Menu

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

CFL Functions Menu

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)

To Search for internal VA property click on the Search and Freeze hypertext under the AAMS Menu. The system will display the AAMS Property Search screen shown below.

The screenshot shows the 'AAMS Property Search' interface. At the top, there's a navigation bar with 'Basic Search Options' selected, and links for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main search area has three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'. Below these are three sections: 'Global Search' with an input field for 'Item Name Keyword' and an 'Exact Phrase' dropdown; 'Choose One Primary Search Criterion' with various input fields and dropdowns; and 'Choose one or Several Secondary Criteria' with multiple input fields and dropdowns. At the bottom of the form, there are three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'.

To do a property search, you must first choose criteria to conduct the search. The AAMS Property Search Screen lists a Global Search, 7 Primary Search Criteria, and 8 Secondary Search Criteria. GSAXcess®/AAMS restricts your choice to only one Global Search Criterion and/or one Primary Search criterion. However, you may choose as many Secondary Search Criteria as you wish along with a Global Search and/or one Primary Search criterion.

After search criteria are entered and submitted, GSAXcess®/AAMS will redisplay the Internal Property Search Screen with a message in the Status Bar at the bottom of the screen indicating how many matching records it found. You enter Computer in the Global Search input box and select a Condition Code of Usable. A Global Search searches the fields in the report property screen of make, manufacturer, noun name, and model. When using the Global Search feature, the system searches for characters in that exact order. You can choose from “Exact Phrase”, “Any of the Words” or “All of the Words”. Using the word “Computer” and “Exact Phrase” specifies you want only records with the entire word “Computer” in one of the fields described above. By selecting the secondary criteria of “usable” you are requesting that all property items with a condition code of usable or above be displayed.

AAMS Property Search

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

[Search](#) [Single Freeze](#) [Multiple Freeze](#)

Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Global Search:

Item Name Keyword

Choose One Primary Search Criterion:

Federal Supply Group/Class National Item Identification Number (NIIN)

Item Control Number - -

Internal Item Only

Date Reported (MM/DD/CCYY)(= OR >)

Activity Address Code

State

Region

Choose one or Several Secondary Criteria:

Date Reported (= OR >) (MM/DD/CCYY)

Activity Address Code

State

Region

Condition Code

Make/Manufacturer

Model

Acquisition Date (= OR >) (MM/DD/CCYY)

[Search](#) [Single Freeze](#) [Multiple Freeze](#)

GSAXcess®/AAMS displays the AAMS Property Search Results Screen with a count of matching records at the top of the screen on the Message Line if there are less than 50 records. If there are more than 50 records, the system will display a message stating, “More than 50 records match your search criteria”. Notice that the Global Search criterion of “Computer” is displayed in the upper right hand corner entitled Global Search. In the following example there are only 8 records that match your criteria.

AAMS Property Search Results

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

Page: 1

8 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|---|---------|-------|-------|------------|--------------------|---------------|-----------------|
| COMPUTER PALM III X INTEL PENTIUM D | | | NC | New/Unused | 6 | UNIT | |
| COMPUTER CPU DELL PCXBVEZ INTEL PENTIUM 4 | | | OH | Salvage | 1 | LOT | |
| COMPUTER MONITORS OPTIPLEX | | | GA | Usable | 1 | EACH | |
| COMPUTER MONITORS SEE DESCRIPTION | | | OH | Salvage | 1 | LOT | |
| COMPUTER MONITORS SEE DESCRIPTION | | | OH | Usable | 1 | LOT | |
| COMPUTER PRINTERS MISCELLANEOUS | | X | AZ | Repairable | 1 | LOT | |
| COMPUTER PRINTERS XL400 | | X | AZ | Repairable | 1 | LOT | |
| METAL DESK AND COMPUTER HUTCH | | | AL | Usable | 1 | LOT | |

By clicking on a Noun Name the system displays the AAMS item data sheet, as shown below where you can find more information about the property item.

AAMS Item Data Sheet

Freeze Back Help

| | | | |
|--|---|------------------------------|-------------------|
| Item Control Number: | 364503-8024-0001 | | |
| FSC/National Stock Number: | 7021 | | |
| Noun Name: | COMPUTER PALM III X INTEL PENTIUM D | | |
| Quantity Available: | 6 UNIT | Freeze Quantity: | |
| Unit Price: | \$ 235.00 | Acquisition Cost: | \$ 1410.00 |
| Reporting Agency Name: | DVAMC DURHAM (558) | | |
| POC: | ANDRUA UROSEVIC | | |
| POC Phone: | 919-286-0411 Ext: 6456 | | |
| POC Fax: | 919-286-6819 | | |
| POC Email: | ANDRUA.UROSEVIC@MED.VA.GOV | | |
| Property Location: | DVAMC DURHAM (558) 508 FULTON STREET DURHAM, NC-27705 | | |
| Property Custodian: | ANDRUA UROSEVIC | | |
| Custodian Phone: | 919-286-0411 Ext: 6456 | | |
| Custodian Fax: | 919-286-6819 | | |
| Custodian Email: | ANDRUA.UROSEVIC@MED.VA.GOV | | |
| Condition: | New/Unused | Make/Mfg: | OTHER |
| Hazardous: | No | Part Number: | |
| Demilitarization: | No | Model: | PALM III X |
| Agency Control Number: | | Internal Screen Only: | No |
| Date Reported: | January 24, 2008 | Agency Location Code: | |
| Acquisition Date: | | Excess Release Date: | February 03, 2008 |
| Flight Safety Critical Aircraft Part: | No | | |
| Item Description | | | |
| QTY: 6 UNITS; ITEM: COMPUTER PALM III X ; MFR: PALM; MOD: PALM III X; SN: LIST AVAILABLE; ACQ DATE: UNKNOWN; COND: UNUSED IN BOX; COMMENTS: PER TURN-IN DOCUMENT: PALM III X POCKET ORGANIZERS IN BOXES, NEVER USED, INCLUDES DOCKING STATION AND SOFTWARE, 3 ADDITIONAL DOCKING STATIONS FOR PALM ORGANIZERS, VARIOUS DICTATION MATERIALS, TAPES, HANDHELD TAPE RECORDERS & ONE | | | |

Picture Not Available

You can return to the AAMS Property Search Results by clicking the red “Back” button. As shown below, the system changes the color and bolds the items that you have already viewed.

GSAXcess®
U.S. General Services Administration

User Guides
FAQ
Program Links
Contact Links
GSAXcess® HelpDesk

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

Global Search

Exact Phrase
Go!
Basic Search Options
Advanced Search
Menu
Home
Logout

AAMS Property Search Results

Back Help

Page: 1

No more records

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|--|---------|-------|-------|------------|--------------------|---------------|-----------------|
| COMPUTER PALM III X INTEL PENTIUM D | | | NC | New/Unused | 6 | UNIT | |
| COMPUTER CPU DELL PCXBVEZ INTEL PENTIUM 4 | 🖼️ | | OH | Salvage | 1 | LOT | |
| COMPUTER MONITORS OPTIPLEX | | | GA | Usable | 1 | EACH | |
| COMPUTER MONITORS SEE DESCRIPTION | 🖼️ | | OH | Salvage | 1 | LOT | |
| COMPUTER MONITORS SEE DESCRIPTION | | | OH | Usable | 1 | LOT | |
| COMPUTER PRINTERS MISCELLANEOUS | | X | AZ | Repairable | 1 | LOT | |
| COMPUTER PRINTERS XL400 | | X | AZ | Repairable | 1 | LOT | |
| METAL DESK AND COMPUTER HUTCH | 🖼️ | | AL | Usable | 1 | LOT | |

What screens will I see after I transmit my search criteria?

There are numerous screens which can be generated from a search. Which screens are actually generated depend on the type of search initiated.

There are two types of search that can be done from the AAMS Property Search Screen: (1) Single Line Freeze (This is the same as Search Only), and (2) Multiple Freeze.

Single Line Freeze

A Single Line Freeze search is initiated from the AAMS Property Search Screen by entering your search criteria and clicking the red Submit button (see Searching for Property).

Multiple Freeze

A Multiple Freeze search is initiated from the AAMS Property Search Screen by entering your specific search criteria and clicking on the red Multiple Freeze button. GSAXcess®/AAMS displays the AAMS User Data Screen. The AAMS User Data Screen is displayed to enable the user to make any changes to their contact and shipping information.

The screenshot displays the 'AAMS User Data Screen' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, a secondary navigation bar includes links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main content area is titled 'AAMS User Data Screen' and features a 'Freeze' button. The form contains several sections: 'Activity Address Code' with a value of 369101; 'Name' as AFFAIRS,VETERAN; 'Phone Number & Extension' with values 703, 605, and 2885. The 'Approving Official Data' section includes 'First Name: NANCY', 'Middle Initial: []', and 'Last Name: BROTHERTON'. Other fields include 'Room Number: 300', 'Email Address: NANCY.BROTHERTON@GSA.GOV', and 'Fax Number: 703, 605, 2885'. The 'ATTENTION LINE' is empty, and the 'Ship To Address' is VAMC WADSWORTH, GENERAL WAREHOUSE BUILDING 297, WILSHIRE AND SAWTELLE BOULEVARDS, LOS ANGELES CA 90073. A second 'Freeze' button is located at the bottom of the form.

By clicking the red Freeze button, GSAXcess® displays the AAMS Multiple Line Freeze List screen listing all the search results from the search for Item Keyword Name “Computer” as shown below.

GSAXcess®
U.S. General Services Administration

User Guides FAQ Program Links Contact Links GSAXcess® HelpDesk

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

Basic Search Options **Advanced Search** Menu Home Logout

AAMS Multiple Line Freeze List **Back** **Help**

NOUN : COMPUTER

Freeze Page: 1

No more records available

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|---|---------|-------|--------------|--------------------|-----------------|----------------------|
| COMPUTER PALM III X INTEL PENTIUM D | | NC | | 6 | | <input type="text"/> |
| COMPUTER CPU DELL PCXBVEZ INTEL PENTIUM 4 | | OH | | 1 | | <input type="text"/> |
| COMPUTER MONITORS OPTIPLEX | | GA | | 1 | | <input type="text"/> |
| COMPUTER MONITORS SEE DESCRIPTION | | OH | | 1 | | <input type="text"/> |
| COMPUTER MONITORS SEE DESCRIPTION | | OH | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS MISCELLANEOUS | | AZ | X | 1 | | <input type="text"/> |
| COMPUTER PRINTERS XL400 | | AZ | X | 1 | | <input type="text"/> |
| METAL DESK AND COMPUTER HUTCH | | AL | | 1 | | <input type="text"/> |

Freeze

Should I search by the Federal Supply Class?

The Federal Supply Class (FSC) is the first four positions of the National Stock Number (NSN). To do a search by Federal Supply Group/Class, the user must enter the four digit FSC. Clicking on the Class hypertext link will take you to a GSAXcess® alphabetical directory where you can enter the type of property you are searching for to determine its Federal Supply class. Selecting from this directory will automatically fill the box on the Search screen.

You can search by a specific Federal Supply Class (FSC) by entering the four digit FSC in the appropriate input box. In the following example, an FSC of 7025 is entered and the red Search button is clicked.

AAMS Property Search Back Help

Search
Single Freeze
Multiple Freeze

Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Global Search:

Item Name Keyword Exact Phrase ▾

Choose One Primary Search Criterion:

Federal Supply Group/Class: National Item Identification Number (NIIN)

Item Control Number - -

Internal Item Only No

Date Reported (MM/DD/CCYY)[= OR >] [calendar icon]

Activity Address Code

State

Region -Select Region-

Choose one or Several Secondary Criteria:

Date Reported (= OR >) (MM/DD/CCYY) [calendar icon]

Activity Address Code

State

Region -----Select Region-----

Condition Code -Select Code-

Make/Manufacturer

Model

Acquisition Date (= OR >) (MM/DD/CCYY) [calendar icon]

Search
Single Freeze
Multiple Freeze

Click the red Search button and the following AAMS Property Search Results display with less than 50 items:

GSAXcess®
U.S. General Services Administration

[User Guides](#)
[FAQ](#)
[Program Links](#)
[Contact Links](#)
[GSAXcess® HelpDesk](#)

[Agency Asset Management System \(AAMS\)](#)
[Energy Asset Disposal System \(EADS\)](#)
[Report Property](#)
[Want List](#)
[Direct Select](#)
[PTM](#)

Global Search Exact Phrase ▾ Go! Basic Search Options Advanced Search Menu Home Logout

AAMS Property Search Results Back Help

FSC/NSN : 7025 Page: 1

5 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|---|---------|-------|-------|------------|--------------------|---------------|-----------------|
| COMPUTER MONITORS OPTIPLEX | | | GA | Usable | 1 | EACH | |
| COMPUTER MONITORS SEE DESCRIPTION | | | OH | Salvage | 1 | LOT | |
| COMPUTER MONITORS SEE DESCRIPTION | | | OH | Usable | 1 | LOT | |
| COMPUTER PRINTERS MISCELLANEOUS | | X | AZ | Repairable | 1 | LOT | |
| COMPUTER PRINTERS XL400 | | X | AZ | Repairable | 1 | LOT | |

Back Help

In the illustration above, the user searched for FSC “7025”. The system found 5 records with this FSC.

Global Search - How accurate must the noun name be?

GSAXcess®/AAMS checks the Global Search item noun name character by character and looks for a match in the Noun Name, Make, Model, and Manufacturer field of the GSAXcess®/AAMS database. The Global Search also allows you to select searches by “Exact Match”, “Any Word” and “All of the Words”. The Global Search feature in AAMS only searches within the VA database. This same Global Search function is also available in GSAXcess® but it does not search in the VA Internal property items.

For example, to search for all records with the words “Kodak Camera” by “Exact Match” means that the exact phrase and spacing must be found in one of the search fields. In the example below, you entered “Kodak Camera” and the “Exact Phrase” and clicked the red Search button.

AAMS Property Search

Back **Help**

Search **Single Freeze** **Multiple Freeze**

Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Global Search:

Item Name Keyword Exact Phrase ▾

Choose One Primary Search Criterion:

Federal Supply Group/Class National Item Identification Number (NIIN)

Item Control Number - -

Internal Item Only No ▾

Date Reported (MM/DD/CCYY)(= OR >) 📅

Activity Address Code

[State](#)

Region -Select Region- ▾

Choose one or Several Secondary Criteria:

Date Reported (= OR >) 📅 (MM/DD/CCYY)

Activity Address Code

[State](#)

Region -----Select Region----- ▾

Condition Code -Select Code- ▾

Make/Manufacturer

Model

Acquisition Date (= OR >) 📅 (MM/DD/CCYY)

Search **Single Freeze** **Multiple Freeze**

The search results are limited because the exact phrase must be in one of the search fields. The system displays a system message of “No Records Found”.

The screenshot displays the search interface of the GSAXcess system. At the top right, there are buttons for 'Back' and 'Help'. Below these is a search bar with three options: 'Search', 'Single Freeze', and 'Multiple Freeze'. A red message 'No records found' is displayed below the search bar. The 'Global Search:' section contains an 'Item Name Keyword' field with 'KODAK CAMERA' entered and an 'Exact Phrase' dropdown menu. The 'Choose One Primary Search Criterion:' section includes fields for 'Federal Supply Group/ Class', 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)(= OR >)', 'Activity Address Code', 'State', and 'Region' (set to '-Select Region-'). The 'Choose one or Several Secondary Criteria:' section includes fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region' (set to '-----Select Region-----'), 'Condition Code' (set to '-Select Code-'), 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)' (with a date picker). At the bottom, there are buttons for 'Search', 'Single Freeze', and 'Multiple Freeze'.

To search for all records with the words “Kodak Camera” by “Any Word” means that the any of the words have to be found in any order in one of the search fields. In the example below, you entered “Kodak Camera” and “Any Word” and clicked the red Search button.

GSAXcess®
U.S. General Services Administration

User Guides | FAQ | Program Links | Contact Links | GSAXcess® HelpDesk

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

Basic Search Options | **Advanced Search** | Menu | Home | Logout

AAMS Property Search

Search | **Single Freeze** | **Multiple Freeze**

Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Global Search:

Item Name Keyword:

Choose One Primary Search Criterion:

Federal Supply Group/Class: National Item Identification Number (NIIN):

Item Control Number: - -

Internal Item Only:

Date Reported (MM/DD/CCYY)(= OR >):

Activity Address Code:

State:

Region:

Choose one or Several Secondary Criteria:

Date Reported (= OR >): (MM/DD/CCYY)

Activity Address Code:

State:

Region:

Condition Code:

Make/Manufacturer:

Model:

Acquisition Date (= OR >): (MM/DD/CCYY)

Search | **Single Freeze** | **Multiple Freeze**

The search returns 4 records that contain any of the words “Kodak or Camera” in any of the search fields. For example, each Noun Name has either Camera or Kodak in that field.

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Global Search: Basic Search Options | **Advanced Search** | Menu | Home | Logout

AAMS Property Search Results

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4 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|--|---------|-------|-------|-----------|--------------------|---------------|-----------------|
| CAMERA RECORDING VIDEO & ACCESSORIES | | | TN | Usable | 1 | EACH | |
| KODAK DRYVIEW™ 8800 AND 8700 | | | OR | Usable | 3 | EACH | |
| PHOTOMICOGRAPHIC CAMERA | | | IL | Usable | 4 | EACH | |
| PROCEDURE CART CAMERA, TV | | | MI | Usable | 1 | EACH | |

Back **He**

To search for all records with the words “Kodak Camera” by “All Words” means that a combination of all of the words have to be found in the search fields. In the example below, you entered “Kodak Camera” and “All Words” and clicked the red Search button.

The search returns no records that contain a combination of all of the words “Kodak Camera” in the search fields. If a user had entered Kodak in the manufacturer field **and** Camera in the noun name description, then a match would have been found.

Item Control No-- When should I use this search criterion?

An Item Control Number (ICN) is a 14-position field consisting of a 6-position activity address code, a 4-position Julian date, and a 4-position serial number. This number is assigned by the reporting activity and identifies the reporting document. This search is useful if you already know the ICN and want to go to it directly for selection or review. When you enter an ICN and the item is found in the system, it means that the property item is still in AAMS internal screening. The user entered ICN 899342-8004-0003 and clicked the red “Search” button.

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Basic Search Options **Advanced Search** Menu Home Logout

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Search **Single Freeze** **Multiple Freeze**
 Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Global Search:
 Item Name Keyword Exact Phrase ▾

Choose One Primary Search Criterion:
 Federal Supply Group/ Class National Item Identification Number (NIIN)
 Item Control Number 364710 - 8028 - 0007
 Internal Item Only No ▾
 Date Reported (MM/DD/CCYY)(= OR >)
 Activity Address Code
 State
 Region -Select Region- ▾

Choose one or Several Secondary Criteria:
 Date Reported (= OR >) (MM/DD/CCYY)
 Activity Address Code
 State
 Region -----Select Region----- ▾
 Condition Code -Select Code- ▾
 Make/Manufacturer
 Model
 Acquisition Date (= OR >) (MM/DD/CCYY)

Search **Single Freeze** **Multiple Freeze**

The following AAMS Item Data Sheet displays confirming that it is still in Internal Screening with an Excess Release Date of February 07, 2008.



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GSAXcess® HelpDesk

Global Search

Exact Phrase

Go!

Basic Search Options

Advanced Search

Menu

Home

Logout

AAMS Item Data Sheet

[Freeze](#)

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| | | | |
|--|--------------------------------------|------------------------------|-------------------|
| Item Control Number: | 364710-8028-0007 | | |
| FSC/National Stock Number: | 5836 | | |
| Noun Name: | CAMERA RECORDING VIDEO & ACCESSORIES | | |
| Quantity Available: | 1 EACH | Freeze Quantity: | |
| Unit Price: | \$ 13556.00 | Acquisition Cost: | \$ 13556.00 |
| Reporting Agency Name: | VAMC MEMPHIS | | |
| POC: | MELVIN JACKSON | | |
| POC Phone: | 901-523-8990 Ext: 5996 | | |
| POC Fax: | 901-577-7242 | | |
| POC Email: | MELVIN.JACKSON2@MED.VA.GOV | | |
| Property Location: | VAMC MEMPHIS | | |
| | 1030 JEFFERSON AVE. | | |
| | MEMPHIS, TN-38104 | | |
| Property Custodian: | MELVIN JACKSON | | |
| Custodian Phone: | 901-523-8990 Ext: 5996 | | |
| Custodian Fax: | 901-577-7242 | | |
| Custodian Email: | MELVIN.JACKSON2@MED.VA.GOV | | |
| Condition: | Usable | Make/Mfg: | PANASONIC |
| Hazardous: | No | Part Number: | |
| Demilitarization: | No | Model: | WV-F260 |
| Agency Control Number: | 614-07-1-444-0022 | Internal Screen Only: | No |
| Date Reported: | January 28, 2008 | Agency Location Code: | |
| Acquisition Date: | July 30, 1997 | Excess Release Date: | February 07, 2008 |
| Flight Safety Critical Aircraft Part: | No | | |

Item Description

1EA CAMERA RECORDING VIDEO; S/N 6XA00331; LE:20YR; AQC DATE: 7/30/1997; REPLACEMENT DATE: 7/30/2017; CC: A4 GOOD; WITH ASSESSORIES: HEAD PHOTOGRAPHIC TRIPOD; VIDEO TRIPOD; FUJINON CCTV LENS; IN ASSONTED CABLES. TOTAL ASSET VALUE \$13556.00



Internal Screen Only – what is this and how do I know if an item is an Internal Screen Only?

“Internal Screen Only” VA property items may only be screened by VA personnel and VA contractors. These items will not proceed to the normal Federal excess and surplus property cycle. Upon conclusion of the internal screening cycle, this property will be disposed of under separate VA authority.

Date Reported (= OR >) – How can this search help me?

Excess property is reported by VA activities to GSAXcess®/AAMS for internal screening on a daily basis. Thus, if you are searching everyday for a particular type of property item, you will want to restrict your search to only those items that were reported into GSAXcess®/AAMS the previous day. In doing so, you probably would not want to review the property you reviewed in previous sessions.

To do the search by DATE REPORTED (=OR>), the date must be entered in MMDDYYYY format. Date Reported will search for dates that are equal to or greater than the date entered. The screen has a calendar to the right of the Date Reported field that you can click on and select the date. In addition, unlike previous searches, the search criteria must be identified as either Primary or Secondary as illustrated below:

The screenshot displays the 'AAMS Property Search' interface. At the top, there are navigation links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below these are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main search area is titled 'AAMS Property Search' and includes a 'Basic Search Options' dropdown and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The search criteria are organized into sections: 'Global Search' with an 'Item Name Keyword' field; 'Choose One Primary Search Criterion:' with fields for 'Federal Supply Group/Class', 'Item Control Number', 'Internal Item Only' (set to 'No'), and 'Date Reported (MM/DD/CCYY)[= OR >]' (set to '01/29/2007'); and 'Choose one or Several Secondary Criteria:' with fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region', 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)'. A calendar pop-up is visible over the 'Date Reported' field, showing the date '01/29/2007' selected. At the bottom, there are links for 'FAS Home', 'GSAXcess® Browser Troubleshooting Guide', 'GSA Home', and 'Supported Browsers', along with the 'USA.gov' logo.

In the example above, “01032008” (January 29, 2007) was entered as the DATE REPORTED (=OR>). DATE REPORTED (=OR>) is a system-edited field. As such, it will only accept a date equal to or greater than the current date.

Activity Address Code – Why use this code, and can I enter any AAC?

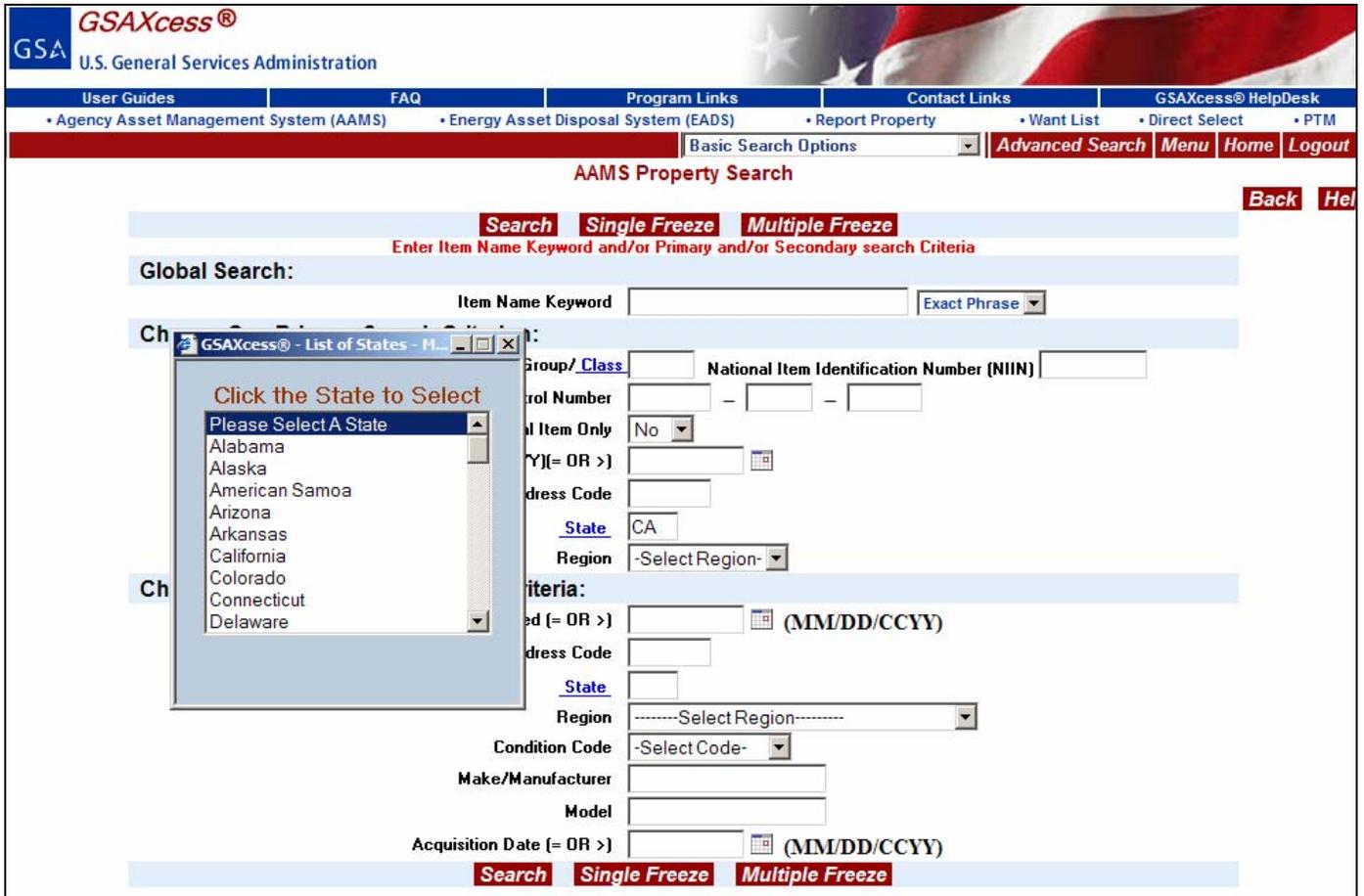
An Activity Address Code (AAC) is a six-character code that identifies a particular government activity. Activity Address Code can be used as a search criterion by VA activities that know specific VA activities have desirable property. Like the Date Reported field, Activity Address Code must be identified by the user as either a Primary or Secondary Search Criteria.

The first two characters of the AAC are the Agency Code of the government agency. In the case of VA, "36" is the Agency Code.

State – What advantages are there in using this search criterion?

State can be used as a search criterion by VA activities desiring to minimize transportation costs in obtaining property. This can be done by searching only those states that are contiguous to that of the user.

Like the Date Reported field, State must be identified by the user as either a Primary or Secondary Search criterion. Also like Date Reported, State is a system-edited field. As such, GSAXcess®/AAMS will not allow the user to enter a 2-digit State Code that does not conform to the United States Postal Service standard abbreviations. By clicking on the State hypertext to the left of the State field, a list of valid state codes appears. By selecting the State code, the system pre-fills the State field.



Region – Why use this search criterion?

The Region field can be used as a search criterion by VA activities desiring to minimize transportation costs in transferring property. This can be done by searching only those regions that are contiguous to that of the user. The region can also be used as a search criterion if a certain region is known to generate the type of property desired by the user.

Like the Date Reported field, Region must be identified by the user as either a Primary or Secondary Search criterion. You must select the appropriate Region from a system drop-down list.

The screenshot displays the 'AAMS Property Search' interface. At the top, there is a navigation bar with 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a secondary navigation bar with links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main search area is titled 'AAMS Property Search' and includes a search type selector set to 'Basic Search Options', along with 'Advanced Search', 'Menu', 'Home', and 'Logout' buttons. The search criteria are organized into sections: 'Global Search' with an 'Item Name Keyword' field and an 'Exact Phrase' dropdown; 'Choose One Primary Search Criterion:' with fields for 'Federal Supply Group/Class', 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)[= OR >]', 'Activity Address Code', and 'State'; and 'Choose one or Several Secondary Criteria:' with fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region' (with a dropdown menu open showing options from '1 - Region 1' to '10 - Region 10'), 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)' (with a date picker). At the bottom of the search area are 'Search', 'Single Freeze', and 'Multiple Freeze' buttons.

Condition Code – What is it and how can I use it?

Condition codes are assessments by the reporting agency of the property’s usefulness. The condition code must be selected from a system drop-down list that provides a description of the condition code.

Unlike the Primary search criteria, Condition Code is a Secondary Search Criterion only. As such, it cannot be used by itself to do a search. Condition Code must be used together with a Primary Search Criterion or Global Search.

In the illustration below, “7110” was entered as the value for a primary search by FSC and “4-Usable” was selected as the value for a secondary search by Condition Code.

The screenshot displays the 'AAMS Property Search' interface. At the top, there is a navigation bar with 'GSAXcess® U.S. General Services Administration' and various utility links like 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a search options bar with 'Basic Search Options' selected and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main search area is titled 'AAMS Property Search' and includes a 'Global Search' section with an 'Item Name Keyword' field and an 'Exact Phrase' dropdown. The 'Choose One Primary Search Criterion:' section contains fields for 'Federal Supply Group/ Class' (with '7110' entered), 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)', 'Activity Address Code', 'State', and 'Region'. The 'Choose one or Several Secondary Criteria:' section includes 'Date Reported', 'Activity Address Code', 'State', 'Region', 'Condition Code' (with a dropdown menu open showing '4 - Usable' selected), 'Make/Manufacturer', 'Model', and 'Acquisition Date'. At the bottom, there are buttons for 'Search', 'Single Freeze', and 'Multiple Freeze'.

Matching records are displayed below in the AAMS Property Search Results in summary form with the condition described in text as “New/Unused”, “Usable”, “Repairable”, “Salvage”, and “Scrap”.



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Global Search Exact Phrase Basic Search Options

AAMS Property Search Results

FSC/NSN : 7110 Page: 1

1 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|------------------------------------|---|-------|-------|-----------|--------------------|---------------|-----------------|
| OFFICE FURNISHINGS |  | | TN | Usable | 45 | EACH | |

Make/Manufacturer - What is it and what restrictions are there?

Make/Manufacturer is the brand name of the property as described by the activity reporting the property.

Like Condition Code, Make is a secondary search criterion only. It cannot be used by itself to do a search. Make must be used together with a Primary Search Criterion. It is not a system-edited field. As such, GSAXcess®/AAMS will allow the user to enter any Make desired. However, no records will be selected unless the Make entered by the user matches a Make entered by the reporting activity at the time the record was created.

Model – Is this an edited field?

Like Condition Code, Model is a secondary search criterion only. It cannot be used by itself to do a search. Model must be used together with a Primary Search Criterion.

Model is not a system-edited field. As such, GSAXcess®/AAMS will allow the user to enter any Model desired. However, no records will be selected unless the Model entered by the user matches a Model entered by the reporting activity at the time the record was created.

Acquisition Date (= OR >) - What is this and how must it be entered?

Acquisition Date is the date the property was purchased when it was new.

A search by Acquisition Date will search for dates which are equal to or greater than the date entered.

Acquisition Date must be entered in MMDDYY format and is system-edited to ensure the date entered is a valid Gregorian date. The system provides a calendar icon to the right of the Acquisition Date field. By clicking on the icon, a calendar will appear that you can select the appropriate date as shown below.

GSAXcess®/AAMS Want List

What is the “GSAXcess®/AAMS Want List” function?

In GSAXcess®/AAMS system there is a function entitled “Want List”. The Want list is a function that allows you to submit your 'Wants', by Item Name, FSC and NIIN, FSC and Item Name, and other criteria. The system will search each day's receipts to determine matches. Any day there is a match (in either GSAXcess® or AAMS database), the system will generate an email to you notifying you of the item's availability. Your 'Want' will stay active for up to 180 days. The GSAXcess®/AAMS Want List will return results for GSAXcess®/AAMS VA property items only.

How do I get to the AAMS Want List” function?

From the GSAXcess® Main Menu, click on the blue Want List Items hypertext located under the AAMS Menu function.

The screenshot displays the GSAXcess® Main Menu interface. At the top, there is a header with the GSA logo and 'U.S. General Services Administration'. Below this is a navigation bar with tabs for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Under 'Program Links', there are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. A search bar is present with 'Basic Search Options' and buttons for 'Advanced Search', 'Home', and 'Logout'. The main content area is titled 'GSAXcess® Main Menu' and contains several menu sections:

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS Only\)](#)
 - [Upload Pictures](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
- CFL Functions Menu**
 - [View/Allocate Requested Items](#)
 - [Confirm Allocations](#)
 - [Transfer](#)
 - [Change Allocation/Transfer](#)
 - [School Search](#)
 - [Resend School Transfer Order](#)
 - [Post Transaction Module](#)
- AAMS Menu**
 - [Search and Freeze](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No](#)
 - [Delete Freezes](#)
 - [Want List Items](#)
- User Maintenance Menu**
 - [APO/NUO](#)
 - [Help Desk](#)
 - [Send Group Email](#)
 - [Update Your Information](#)
 - [Change Your Password](#)

How do I use the AAMS Want List” function?

The AAMS Want List function allows you to receive searches daily by entering your specified criteria.

The system sends the email notifications to the email address in your User Data screen which is displayed in the upper right-hand corner of the Want Item List screen.

The system allows you to request how you would like the results of your search notifications by selecting either a Word Document or an Excel Spreadsheet. Click on the radio button to the right of the selections. In this example, a Word Document was selected.

| | | |
|--|---------------------------------|---|
| Name: VETERAN AFFAIRS | Email: NANCY.BROTHERTON@GSA.GOV | Back Help |
| Email Attachment Document Type: Word Document <input checked="" type="radio"/> Excel Sheet <input type="radio"/> | | Change |

You can enter the Federal Supply Classification by clicking on the blue FSC hypertext and selecting the appropriate FSC to receive notifications for that specific FSC. If you search by FSC you must also enter the Item Name.

You can enter Item Name and search like the Global Search with “Exact Phrase”, “Any Words”, or “All Words” as described in Section Searching for Property.

You can select a condition code by selecting the condition code from the drop down menu Minimum Condition Code.

You can limit your results by entering the State abbreviation for up to 6 states.

The system automatically enters the 180 expiration date. If you want to receive your notices for less than 180 days, enter the date by clicking on the calendar icon to the right of the Expiration Date field.

You have entered a FSC of 7020, Item Name of Computer, Minimum Condition Code of Repairable, States of Ohio, Kentucky, and Indiana and clicked on the red “Submit” button. The system displays the following confirmation screen:

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Global Search Exact Phrase Basic Search Options

Want Item List

Name: VETERAN AFFAIRS Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet

Want List Item 7020 COMPUTER Successfully added

| Federal Supply Code | NIIN | Item Name | Search Option | Minimum Condition Code | States | Expiration Date | Options |
|---------------------|------|-----------|---------------|------------------------|----------|-----------------|---|
| 7020 | | COMPUTER | Exact Phrase | Repairable | OH KY IN | 07/27/2008 | <input type="button" value="Change"/> <input type="button" value="Delete"/> |

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State State State State State State

Expiration Date

The system displays a message stating, “Want List Item 7020 COMPUTER Successfully added”. To delete this request, click the red “Delete” button next to the Want List Item request. The following confirmation screen displays:

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Global Search Exact Phrase Basic Search Options

Want Item List

Name: VETERAN AFFAIRS Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet

Want List Item 7020 COMPUTER Successfully deleted

| Federal Supply Code | NIIN | Item Name | Search Option | Minimum Condition Code | States | Expiration Date | Options |
|---------------------|------|-----------|---------------|------------------------|--------|-----------------|---------|
|---------------------|------|-----------|---------------|------------------------|--------|-----------------|---------|

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State State State State State State

Expiration Date

The following rules apply to the Want List:

1. A maximum of 10 items are allowed on the Want List.
2. If there is a match for your Want List item, the system email will include a maximum of only the first 50 items found for each match.
3. If your name or email address at the top of the screen needs correcting, go to "Update User Contact Information?" on the GSAXcess® Homepage. If you are unauthorized to make changes to this information contact your National Utilization Officer.

Freezing property

What does “freeze” mean?

In GSAXcess®/AAMS, “freeze” means an indication of interest. It does not mean that the quantity frozen is promised to the person placing the freeze. As such, an unlimited number of freezes may be transacted against an item that has an Available Quantity in GSAXcess®/AAMS is equal to or greater than 1.

Why freeze an item?

Freezing an item in GSAXcess®/AAMS is the initial step required to obtain excess personal property to fill a valid requirement. GSAXcess®/AAMS will generate an automated transfer order, SF-122, Transfer Order Excess Personal Property for the item.

What is the overall freeze process?

- A VA requester freezes the item in GSAXcess®/AAMS.
- GSAXcess®/AAMS generates a transfer order and either E-mails or faxes it with a cover sheet, to the Approving Official for the person placing the freeze.
- The Approving Official reviews the freeze request and signs the transfer order.
- The Approving Official sends the signed transfer order to the holding agency's Point of Contact listed on both the cover sheet and the transfer order.
- The holding agency approves the signed transfer order and notifies the requester and the property custodian.
- The holding agency's Point of Contact updates the transfer transaction in GSAXcess®/AAMS.

How long will GSAXcess®/AAMS retain my freeze?

A freeze will remain until the property is transferred and the record in GSAXcess®/AAMS is closed by the holding agency's Point of Contact.

How many ways can I freeze property in GSAXcess®/AAMS?

There are two ways to freeze property: Single-Line Freeze and Multiple-Line Freeze. Each of these types of freezes is discussed in the next two sections of this guide.

Single-Line Freeze

What is a Single-Line Freeze?

A Single-Line Freeze is a transaction in which only a single line item can be frozen. Single-Line Freezes can be transacted from the AAMS Item Data Sheet screen.

How do I do a Single-Line Freeze?

A Single-Line Freeze is initiated from the AAMS Item Data Sheet. To get to the AAMS Item Data sheet, you conduct a search for the type of property item you want to freeze. In the following example, you want to freeze a computer, so you enter the noun name of "Medical" in the Global Search Item Name Keyword field and a Condition Code of "Usable" and click the red Search or Single Freeze button.

The screenshot displays the 'AAMS Property Search' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, a red banner contains 'Basic Search Options' and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main search area is titled 'AAMS Property Search' and includes a 'Back' and 'Help' link. The search criteria are organized into sections: 'Global Search' with an 'Item Name Keyword' field containing 'MEDICAL' and an 'Exact Phrase' dropdown; 'Choose One Primary Search Criterion' with fields for 'Federal Supply Group/Class', 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)(= OR >)', 'Activity Address Code', 'State', and 'Region' (set to '-Select Region-'); and 'Choose one or Several Secondary Criteria' with fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region' (set to '-----Select Region-----'), 'Condition Code' (set to '4 - Usable'), 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)'. At the bottom, there are three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'.

The system displays the AAMS Property Search Results screen with a system message stating that 11 records that matched your search criteria.

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Global Search: MEDICAL Exact Phrase Go! Basic Search Options Advanced Search Menu Home Logout

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11 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|---|---------|-------|-------|------------|--------------------|---------------|-----------------|
| CATHETERS | | | NY | New/Unused | 1 | LOT | |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | | NY | New/Unused | 1 | LOT | |
| NEPHROFIBERSCOPE | | | MI | Usable | 1 | EACH | |
| PROCEDURE CART CAMERA, TV | | | MI | Usable | 1 | EACH | |
| SURGICAL EYE EQUIPMENT | | X | AZ | Usable | 1 | LOT | |
| SURGICAL GLOVES | | | NY | New/Unused | 1 | LOT | |
| SUTURES | | | NY | New/Unused | 1 | LOT | |
| VIDEO PROCEDURE CART | | | MI | Usable | 1 | EACH | |
| VITAL SIGN MONITOR | | | MO | Usable | 40 | EACH | |
| VITAL SIGN MONITOR | | | MO | Usable | 23 | EACH | |
| WOUND DRAIN (T-TUBES) | | | NY | New/Unused | 1 | LOT | |

[Back](#) [He](#)

This screen displays a list of the items responding to the search, with summary information about each item. In the previous illustration, the AAMS Property Search Results screen lists summary information for each of the medical property items that match your search criteria. It also shows that there are 23 medical property items for “Vital Sign Monitor” that are available for freezing. No competing freezes have been placed for that property item because there is no quantity in the Freeze Quantity column. The property is located in Missouri and there are pictures attached. The AAMS Property Search Results screen shows you the State the property is located in, if there are pictures available of the item, and if the property is reimbursable.

If the search results list has more than 50 items, only the first 50 will be shown on the first page. To see more items, you would click on the blue “Next Page” hypertext. The Page number is displayed on the upper right corner of the screen.



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More than 50 records match your search criteria

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|---|---------|-------|-------|------------|--------------------|---------------|-----------------|
| ACCULIGHT VIEWER/EDITOR SYSTEM | | X | AZ | Repairable | 1 | EACH | |
| AEROSOL INHALATION MONITOR | | | LA | Repairable | 1 | EACH | |
| BOOKS & VIDEOS | | | LA | Usable | 240 | EACH | |
| CARDIAC STRESS TEST SYSTEM | | X | AZ | Repairable | 2 | EACH | |
| CATH LAB DATA SYSTEM | | | TN | Usable | 1 | EACH | |
| CATHETERS | | | NY | New/Unused | 1 | LOT | |
| CHAIR, BLOOD DRAW | | X | AZ | Usable | 12 | EACH | |
| COMPUTER PRINTERS MISCELLANEOUS | | X | AZ | Repairable | 1 | LOT | |
| COMPUTER PRINTERS XL400 | | X | AZ | Repairable | 1 | LOT | |
| CONCHATHYERM HEATER | | | LA | Repairable | 4 | EACH | |
| ELECTRIC PORTABLE AND HAND LIGHTING EQUIPMENT | | X | AZ | Usable | 14 | EACH | |
| EXAM TABLE | | X | AZ | Repairable | 1 | EACH | |
| FIBEROPTIC LIGHT SOURCE | | X | AZ | Repairable | 1 | EACH | |
| FINGER PULSE OXIMETER | | | LA | Repairable | 1 | EACH | |
| FIRE FIGHTING EQUIPMENT | | X | AZ | Usable | 1 | LOT | |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | | NY | New/Unused | 1 | LOT | |
| HYPO/HYPERTHERMIA APARATUS | | X | AZ | Repairable | 1 | EACH | |
| INFUSION PUMP | | | TN | Usable | 31 | EACH | |
| MAIL CART | | X | AZ | Usable | 4 | EACH | |
| MANUAL SCALE | | | LA | Repairable | 1 | EACH | |
| MATTRESS AIR SUSPENSION/AIR FLOW SYSTEM | | X | AZ | Repairable | 1 | LOT | |
| MISCELLANEOUS OFFICE EQUIPMENT | | X | AZ | Repairable | 1 | LOT | |
| OXIMETER | | | LA | Repairable | 1 | EACH | |
| OXYGEN MONITOR | | | LA | Repairable | 2 | EACH | |
| PATIENT LIFT | | | LA | Repairable | 1 | EACH | |
| PEAK FLOWMETER | | | LA | Repairable | 1 | EACH | |
| PERCUSSOR, PULMONARY DRAINAGE | | | LA | Repairable | 1 | EACH | |

By clicking on the blue “Next Page” hypertext, the next page is displayed. When you are at the last page of records, the system displays a message stating, “No More Records” and a blue “Previous Page” hypertext as shown below:

AAMS Property Search Results

Date Added :01292005 [Back](#) [Hel](#)

Page: 3

[<<< Previous Page](#)

No more records

| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity |
|--|---------|-------|-------|------------|--------------------|---------------|-----------------|
| TELEVISION | | | IL | Repairable | 1 | EACH | |
| TELEVISION | | | IL | Repairable | 1 | EACH | |
| TELEVISION | | | IL | Repairable | 1 | EACH | |
| TELEVISION | | | IL | Repairable | 1 | EACH | |
| TELEVISION | | | IL | Repairable | 1 | EACH | |
| TV MONITOR | | X | TX | Usable | 3 | EACH | |
| CAMERA RECORDING VIDEO & ACCESSORIES | | | TN | Usable | 1 | EACH | |
| EXAM TABLE NON-ELECTRIC | | | CA | Repairable | 1 | EACH | |
| MINIVAN | | | NH | Salvage | 1 | EACH | |
| VAN 7 PASSENGER | | | NH | Salvage | 1 | EACH | |
| VITAL SIGNS MONITOR | | | VT | Usable | 1 | EACH | |
| ADDRESSOGRAPH | | | GA | Usable | 1 | EACH | |
| BEDS ELECTRIC HILL-ROM CENTRAL 062 | | X | OR | Usable | 16 | EACH | |
| FREEZER | | | GA | Usable | 1 | EACH | |
| FREEZER | | | GA | Usable | 1 | EACH | |
| LIGHT SOURCE | | | MI | Usable | 1 | EACH | |
| ODYSSEY WORKSTATION | | | GA | Usable | 1 | EACH | |
| PHARMACY HOODS | | | KY | Usable | 3 | EACH | |
| PHOTOGRAPHIC MONITOR S & PHOTO GRAPHIC ACCESSORIES | | | TN | Usable | 2 | EACH | |
| POINT-OF-CARE MOBILE CARTS | | | KY | Usable | 22 | EACH | |
| PROCEDURE CART CAMERA, TV | | | MI | Usable | 1 | EACH | |
| REMOTE TERMINAL | | | GA | Usable | 1 | EACH | |
| STRETCHER | | X | GA | Usable | 3 | EACH | |
| STRETCHER, CHAIR | | | GA | Usable | 1 | EACH | |
| TELEVISION | | | GA | Usable | 1 | EACH | |
| TRANSPORT STRETCHER | | X | GA | Usable | 2 | EACH | |

In order to select your property to freeze, click on a Noun Name to see the AAMS Item Data Sheet.

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Global Search Exact Phrase Basic Search Options

AAMS Item Data Sheet

| | | | |
|--|-----------------------------|------------------------------|-------------------|
| Item Control Number: | 366403-8024-0002 | | |
| FSC/National Stock Number: | 6515-438232 | | |
| Noun Name: | VITAL SIGN MONITOR | | |
| Quantity Available: | 23 EACH | Freeze Quantity: | |
| Unit Price: | \$ 4433.00 | Acquisition Cost: | \$ 101959.00 |
| Reporting Agency Name: | 1500 N. WESTWOOD BLVD | | |
| POC: | REBECCA WERTENBERGER | | |
| POC Phone: | 573-778-4237 Ext: | | |
| POC Fax: | 573-778-4389 | | |
| POC Email: | REBECCA.WERTENBERGER@VA.GOV | | |
| Property Location: | 1500 N. WESTWOOD BLVD | | |
| | POPLAR BLUFF , MO-63901 | | |
| Property Custodian: | REBECCA WERTENBERGER | | |
| Custodian Phone: | 573-778-4237 Ext: | | |
| Custodian Fax: | 573-778-4389 | | |
| Custodian Email: | REBECCA.WERTENBERGER@VA.GOV | | |
| Condition: | Usable | Make/Mfg: | GE |
| Hazardous: | No | Part Number: | |
| Demilitarization: | No | Model: | PROCARE 400 |
| Agency Control Number: | | Internal Screen Only: | No |
| Date Reported: | January 24, 2008 | Agency Location Code: | |
| Acquisition Date: | | Excess Release Date: | February 03, 2008 |
| Flight Safety Critical Aircraft Part: | No | | |

Item Description
 GE DINAMAP PROCARE 400 VITAL SIGN MONITOR OFFERS NONINVASIVE BLOOD PRESSURE, PULSE RATE, OXYGEN SATURATION, AND TEMPERATURE. NOT ALL MACHINES HAVE A STAND INCLUDED. WE HAVE 23 MONITORS TO OFFER. APPROX.10% OF THESE MONITORS ARE USABLE BUT REQUIRE REPAIRS.

The AAMS Item Data Sheet screen provides a detailed profile of the item that includes point of contact, property location, current interest from other freezes, and descriptive information about the property itself. It provides the user with information necessary to make a freeze determination. The user may choose to freeze the item from this screen by clicking on the red “Freeze” button in the upper right hand or click the red “Back” button to return to the AAMS Search Results screen.

You click the red “Freeze” button. The system displays the AAMS User Data Screen where you enter your freeze quantity and update any user identification information as shown below.

You have decided to freeze "10" out of the "23" available computers. If this freeze transaction is successful, the system updates the Freeze Quantity fields of the AAMS Search Results and the AAMS Item Data Sheet screens to "10", but the quantity available for freezing will still be "23". In other words, the system tallies the total quantities already frozen by all users, while the original available quantity reported by the owner of the property remains the same. Users are invited to freeze as much of the property as they need as long as they do not try to freeze a quantity greater than the quantity available.

If a freeze is successful, the system will display the notice, “Freeze Successful” in the message line at the bottom of the screen.



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AAMS Item Data Sheet

Freeze Successful

Freeze
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Help

Item Control Number: 366403-8024-0002

FSC/National Stock Number: 6515-438232

Noun Name: VITAL SIGN MONITOR

Quantity Available: 23 EACH **Freeze Quantity:** 10

Unit Price: \$ 4433.00 **Acquisition Cost:** \$ 101959.00

Reporting Agency Name: 1500 N. WESTWOOD BLVD

POC: REBECCA WERTENBERGER

POC Phone: 573-778-4237 Ext:

POC Fax: 573-778-4389

POC Email: REBECCA.WERTENBERGER@VA.GOV

Property Location: 1500 N. WESTWOOD BLVD
POPLAR BLUFF, MO-63901

Property Custodian: REBECCA WERTENBERGER

Custodian Phone: 573-778-4237 Ext:

Custodian Fax: 573-778-4389

Custodian Email: REBECCA.WERTENBERGER@VA.GOV

Condition: Usable **Make/Mfg:** GE

Hazardous: No **Part Number:**

Demilitarization: No **Model:** PROCARE 400

Agency Control Number: **Internal Screen Only:** No

Date Reported: January 24, 2008 **Agency Location Code:**

Acquisition Date: **Excess Release Date:** February 03, 2008

Flight Safety Critical Aircraft Part: No

Item Description

GE DINAMAP PROCARE 400 VITAL SIGN MONITOR OFFERS NONINVASIVE BLOOD PRESSURE, PULSE RATE, OXYGEN SATURATION, AND TEMPERATURE. NOT ALL MACHINES HAVE A STAND INCLUDED. WE HAVE 23 MONITORS TO OFFER. APPROX.10% OF THESE MONITORS ARE USABLE BUT REQUIRE REPAIRS.



As can be seen above, the freeze was successful and the value of the Freeze Quantity field on the AAMS Item Data Sheet is now equal to 10. As shown below on the AAMS Property Search Results screen, the value of the Freeze Quantity is 10. Note that the item viewed has been bolded and the color has changed indicating that you have viewed this property in this session.

| AAMS Property Search Results | | | | | | | | |
|---|---|-------|-------|------------|--------------------|---------------|-----------------|---|
| Date Added :01292005 | | | | | | | | Back Help |
| <<< Previous Page Next Page >>> | | | | | | | | |
| Noun Name | Picture | Reimb | State | Condition | Available Quantity | Unit of Issue | Freeze Quantity | |
| COMPUTER PALM III X INTEL PENTIUM D | | | NC | New/Unused | 6 | UNIT | | |
| DRILL PRESS | | | IL | Usable | 1 | EACH | | |
| DUAL DISPLAY TEMPERATURE MONITOR | | | MI | Usable | 3 | EACH | | |
| EXAM CHAIR | | | IL | Usable | 1 | EACH | | |
| EXAM TABLE | | | IL | Usable | 1 | EACH | | |
| HOSPITAL FURNITURE: TREATMENT TABLE, MIDMARK | | | NC | Usable | 1 | EACH | | |
| INJECTOR RADIOPAQUE CONTRAST MEDIA |  | | TN | Usable | 2 | EACH | | |
| KODAK DRYVIEW™ 8800 AND 8700 | | | OR | Usable | 3 | EACH | | |
| MICROSCOPE | | | IL | Usable | 1 | EACH | | |
| MICROSCOPE | | | IL | Usable | 2 | EACH | | |
| NEPHROFIBERSCOPE | | | MI | Usable | 1 | EACH | | |
| OPERATING TABLE | | | IL | Usable | 1 | EACH | | |
| OPHTHALMIC LAMP | | | IL | Usable | 1 | EACH | | |
| OPTICAL MICROSCOPE | | | IL | Usable | 1 | EACH | | |
| PHOTOMICROGRAPHIC CAMERA | | | IL | Usable | 4 | EACH | | |
| PROCTOSCOPTIC TABLE | | | IL | Repairable | 1 | EACH | | |
| REFRACTOMETER | | | IL | Usable | 1 | EACH | | |
| SCROLL SAW | | | IL | Usable | 1 | EACH | | |
| SHREDDING MACHINE, PAPER |  | | AL | Usable | 1 | EACH | | |
| STRETCHER | | | IL | Usable | 4 | EACH | | |
| VITAL SIGN MONITOR |  | | MO | Usable | 40 | EACH | | |
| VITAL SIGN MONITOR |  | | MO | Usable | 23 | EACH | 10 | |
| DRUG-O-MATIC | | X | TX | Usable | 3 | EACH | | |
| GERI-CHAIR TABLE TOPS | | | NY | New/Unused | 10 | EACH | | |
| GERI-CHAIR TABLE TOPS | | | NY | New/Unused | 10 | EACH | | |
| MONITOR, BLOOD PRESSURE | | | WI | Usable | 1 | EACH | | |
| MONITOR, BLOOD PRESSURE | | | WI | Usable | 1 | EACH | | |
| PUMP-INFUSION SE2 & POLES | | | TN | Usable | 240 | EACH | | |
| TELEVISION | | | IL | Repairable | 1 | EACH | | |
| TELEVISION | | | IL | Repairable | 1 | EACH | | |
| TELEVISION | | | IL | Repairable | 1 | EACH | | |
| TELEVISION | | | IL | Repairable | 1 | EACH | | |

It should be noted that even when you have successfully completed a freeze, an incorrect E-mail address or a wrong Fax Number (if fax was the choice) would prevent the transmission of the freeze cover sheet and the transfer order to the approving official.

When a freeze is completed, the system will attempt to transfer the freeze cover sheet and the transfer order form to the approving official. After the system makes three unsuccessful attempts, it will send the transfer order to a default E-mail address or Fax machine. The person located at the default station should review the order and send it to the Approving Official.

How do I initiate another Single-Line Freeze?

To initiate another freeze in the same session, you must return to the AAMS Property Search Results screen to choose another item from the previous search result, or to the AAMS Property Search Screen to start a new search. As explained earlier, you may return to any of these screens by clicking the red “Back” button.

How do I correct an unsuccessful transmission?

There are many reasons that may prevent you from smoothly sailing through a freeze process. Most of these reasons result from typing wrong information, while some of them result from not entering information in a required field. Fortunately GSAXcess®/AAMS is user-friendly and intuitive. Every possible field is edited and each screen displays error messages when a wrong step is taken, or when an important omission is made. These error messages are self-explanatory and will be displayed in the upper center of the screen.

If you create a freeze by mistake, you can delete the freeze from the Delete Freeze Transactions screen. See the section of this guide below concerning the Delete Freeze function.

Multiple-Line Freeze

What is a Multiple Line Freeze?

A Multiple Freeze is a single freeze transaction of more than one line item. Like a Single-Line Freeze it is a single transaction. However, unlike a Single-Line Freeze, more than one line item can be frozen at a time.

A line item can be thought of as a system data record corresponding to an Item Control Number reported for internal screening. It is different from a single unit of an item. Although a line item refers to only one item commodity (e.g., “Truck”), there may be any number of that commodity (e.g., 3 Trucks) reported for that line item.

How do I do a Multiple Line Freeze (Federal agency or non-Federal recipient)?

A Multiple Freeze is initiated from the AAMS Item Data Sheet. To get to the AAMS Item Data sheet, you conduct a search for the type of property item you want to freeze. In the following example, you want to freeze medical supplies, so you enter the noun name of "Medical" in the Global Search Item Name Keyword field and a Condition Code of "Usable" and click the red Multiple Freeze button.

The user may freeze multiple line items per freeze transaction regardless of the property location. This is possible in the AAMS Screening Module because each line item frozen generates its own transfer document.

After you click the red "Multiple Freeze" button, the system displays the AAMS User Data Screen where you enter your freeze quantity and update any user identification information as shown below.

The screenshot shows the 'AAMS User Data Screen' interface. At the top, there is a navigation bar with 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a search bar with 'Basic Search Options' and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'AAMS User Data Screen' and includes a 'Freeze' button. The form contains the following fields:

- Activity Address Code:** 360201
- Name:** AFFAIRS.VETERAN
- Phone Number & Extension:** 703 605 2885
- Approving Official Data:**
 - First Name: NANCY
 - Middle Initial: []
 - Last Name: BROTHERTON
 - Room Number: 300
 - Email Address: NANCY.BROTHERTON@GSA.GOV
 - Fax Number: 703 605 2885
 - ATTENTION LINE: DEPT. OF VETERANS AFFAIRS, VA MEDICAL CENTER SUPPLY SERVICE
 - Ship To Address: 500 W. FORT STREET, BOISE, ID 83702-4598

There are 'Freeze' buttons at the top and bottom of the form area, and 'Back' and 'Help' buttons in the top right corner.

Once you have reviewed your AAMS User Data Screen, click on the red “Freeze” button. The system displays the AAMS Multiple Line Freeze List listing all property items found for your search criteria with a Quantity to Freeze input box beside each line item.

AAMS Multiple Line Freeze List

NOUN : MEDICAL 4

[Freeze](#) Page: 1

No more records available

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|---|---------|-------|--------------|--------------------|-----------------|----------------------|
| CATHETERS | | NY | | 1 | | <input type="text"/> |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | NY | | 1 | | <input type="text"/> |
| NEPHROFIBERSCOPE | | MI | | 1 | | <input type="text"/> |
| PROCEDURE CART CAMERA, TV | | MI | | 1 | | <input type="text"/> |
| SURGICAL EYE EQUIPMENT | | AZ | X | 1 | | <input type="text"/> |
| SURGICAL GLOVES | | NY | | 1 | | <input type="text"/> |
| SUTURES | | NY | | 1 | | <input type="text"/> |
| VIDEO PROCEDURE CART | | MI | | 1 | | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 40 | | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 23 | | <input type="text"/> |
| WOUND DRAIN (T-TUBES) | | NY | | 1 | | <input type="text"/> |

[Freeze](#)

In the above illustration, the Global Search Field Noun Name is “Medical and the Secondary Search Field selected if Usable (4). If you had asked for more than one secondary search field then the system would have displayed each of the secondary field values requested. The message line lets you know that this is all the records found for your search criteria by displaying, “No more records available”.

You can see the AAMS Item Data Sheet for each of the property items by clicking on the blue Item Description hypertext. To identify the items to be frozen you type the amount to be frozen for each item in the Quantity To Freeze field. After all of the items to be frozen on the screen page are identified with freeze quantities, you click on the red “Freeze” button located on the top and bottom center of the screen. In the illustration below, the user froze two items with a quantity of 1 and 12 respectively.

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Basic Search Options **Advanced Search** Menu Home Logout

AAMS Multiple Line Freeze List **Back** **Help**

NOUN : MEDICAL 4 **Freeze** Page: 1

No more records available

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|---|---------|-------|--------------|--------------------|-----------------|---------------------------------|
| CATHETERS | | NY | | 1 | | <input type="text"/> |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | NY | | 1 | | <input type="text"/> |
| NEPHROFIBERSCOPE | | MI | | 1 | | <input type="text"/> |
| PROCEDURE CART CAMERA, TV | | MI | | 1 | | <input type="text"/> |
| SURGICAL EYE EQUIPMENT | | AZ | X | 1 | | <input type="text"/> |
| SURGICAL GLOVES | | NY | | 1 | | <input type="text" value="1"/> |
| SUTURES | | NY | | 1 | | <input type="text"/> |
| VIDEO PROCEDURE CART | | MI | | 1 | | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 40 | | <input type="text" value="12"/> |
| VITAL SIGN MONITOR | | MO | | 23 | | <input type="text"/> |
| WOUND DRAIN (T-TUBES) | | NY | | 1 | | <input type="text"/> |

Freeze

After you click the red “Freeze” button, the system redisplay the same screen with the status of the freeze transaction. If the transaction was successful, the item Description will be overlaid with the message, “Freeze Successful.” In the illustration below, Line Item 6 and Line Item 9 were successfully frozen.

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Basic Search Options **Advanced Search** Menu Home Logout

AAMS Multiple Line Freeze List **Back** **Help**

NOUN : MEDICAL 4 **Freeze** Page: 1

Select 'FREEZE' to freeze items with quantity > zero

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|---|---------|-------|--------------|--------------------|-----------------|----------------------|
| CATHETERS | | NY | | 1 | | <input type="text"/> |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | NY | | 1 | | <input type="text"/> |
| NEPHROFIBERSCOPE | | MI | | 1 | | <input type="text"/> |
| PROCEDURE CART CAMERA, TV | | MI | | 1 | | <input type="text"/> |
| SURGICAL EYE EQUIPMENT | | AZ | X | 1 | | <input type="text"/> |
| Freeze Successful | | NY | | 1 | 1 | <input type="text"/> |
| SUTURES | | NY | | 1 | | <input type="text"/> |
| VIDEO PROCEDURE CART | | MI | | 1 | | <input type="text"/> |
| Freeze Successful | | MO | | 40 | 12 | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 23 | | <input type="text"/> |
| WOUND DRAIN (T-TUBES) | | NY | | 1 | | <input type="text"/> |

Freeze

You may now freeze additional items on the same or subsequent pages by repeating the procedure detailed in this paragraph.

NOTE: If you receive the message, “Select “Freeze” to freeze items with quantity > zero” is a procedural message advising you that you may perform additional freezes of the same or other items on the same page. The message does not indicate an error.

How do I correct an unsuccessful Freeze?

An unsuccessful freeze occurs when the quantity entered as the freeze quantity (Qty to Freeze) on the AAMS Multiple Line Freeze List is greater than the quantity available (Quantity Avail). The conditions for an unsuccessful freeze are shown in the illustration below where the freeze quantity of “2” for the second line item (Computer CPU, Dell Dimension 4100) is greater than the quantity available of “1.”

| STATE : CO 4 | | | | | | | Back Help |
|--|---------|-------|--------------|--------------------|-----------------|--------------------|-----------|
| Freeze | | | | | | | Page: 1 |
| Your Freeze Quantity exceeds the Quantity Available for issue | | | | | | | |
| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze | |
| COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4 | | CO | | 5 | | | |
| Freeze quantity > Available quantity | | CO | | 1 | | 4 | |
| COMPUTER CPU DELL DIMENSION 4400 | | CO | | 2 | | | |
| COMPUTER CPU DELL GX400 MINITOWER | | CO | | 17 | | | |
| COMPUTER CPU DELL OPTIPLEX GX400 | | CO | | 1 | | | |
| COMPUTER CPU DELL OPTIPLEX GX400 | | CO | | 6 | | | |
| COMPUTER CPU DELL PRECISION 330 | | CO | | 1 | | | |
| COMPUTER CPU GATEWAY E-3600 | | CO | | 3 | | | |
| COMPUTER MONITORS CRT STANDARD SM-72A1CN | | CO | | 1 | | | |
| COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE | | CO | | 1 | | | |
| COMPUTER PRINTERS LASERWRITER SELECT | | CO | | 1 | | | |
| COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI | | CO | | 1 | | | |
| COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C | | CO | | 1 | | | |
| COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS | | CO | | 1 | | | |
| COMPUTER PRINTERS INKJET COLOR EPSON SXX7 | | CO | | 1 | | | |
| COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D | | CO | | 1 | | | |

The above illustration shows that the freeze was not successful. The error message is displayed at the top center of the screen on the Message Line and also on the Item Line where it overlays the Item Description.

To correct an input error, the user overtypes the error with the correct quantity. In the illustration below, the correction is made by overtyping the “4” with a quantity of “1.”

STATE : CO 4

Freeze Page: 1

Select 'FREEZE' to freeze items with quantity > zero

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|--|---------|-------|--------------|--------------------|-----------------|----------------------|
| COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4 | | CO | | 5 | | <input type="text"/> |
| Freeze Successful | | CO | | 1 | 1 | <input type="text"/> |
| COMPUTER CPU DELL DIMENSION 4400 | | CO | | 2 | | <input type="text"/> |
| COMPUTER CPU DELL GX400 MINITOWER | | CO | | 17 | | <input type="text"/> |
| COMPUTER CPU DELL OPTIPLEX GX400 | | CO | | 1 | | <input type="text"/> |
| COMPUTER CPU DELL OPTIPLEX GX400 | | CO | | 6 | | <input type="text"/> |
| COMPUTER CPU DELL PRECISION 330 | | CO | | 1 | | <input type="text"/> |
| COMPUTER CPU GATEWAY E-3600 | | CO | | 3 | | <input type="text"/> |
| COMPUTER MONITORS CRT STANDARD SM-72A1CN | | CO | | 1 | | <input type="text"/> |
| COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS LASERWRITER SELECT | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS INKJET COLOR EPSON SXK7 | | CO | | 1 | | <input type="text"/> |
| COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D | | CO | | 1 | | <input type="text"/> |

After clicking the red “Freeze” button, the system redisplay the same screen with the status of the freeze transaction. If the transaction was successful, the Item Description will be overwritten with the message, “Freeze Successful.”

How do I inquire an item that I am freezing?

The AAMS Multiple Line Freeze List is designed to allow the user to obtain more detailed information about the item before freezing it. Click on the blue Item Description hypertext of the property item that you want to freeze.

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AAMS Multiple Line Freeze List [Back](#) [Help](#)

NOUN : MEDICAL 4 [Freeze](#) Page: 1

No more records available

| Error Message/Item description | Picture | State | Reimbursable | Quantity Available | Quantity Frozen | Quantity To Freeze |
|---|---------|-------|--------------|--------------------|-----------------|----------------------|
| CATHETERS | | NY | | 1 | | <input type="text"/> |
| GU PRODUCTS (URETERAL CATH FOLLOWERS/FILFORM) | | NY | | 1 | | <input type="text"/> |
| NEPHROFIBERSCOPE | | MI | | 1 | | <input type="text"/> |
| PROCEDURE CART CAMERA, TV | | MI | | 1 | | <input type="text"/> |
| SURGICAL EYE EQUIPMENT | | AZ | X | 1 | | <input type="text"/> |
| SURGICAL GLOVES | | NY | | 1 | | <input type="text"/> |
| SUTURES | | NY | | 1 | | <input type="text"/> |
| VIDEO PROCEDURE CART | | MI | | 1 | | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 40 | | <input type="text"/> |
| VITAL SIGN MONITOR | | MO | | 23 | | <input type="text"/> |
| WOUND DRAIN (T-TUBES) | | NY | | 1 | | <input type="text"/> |

[Freeze](#)

After you clicked on the Vital Sign Monitor for your search criteria, the system displays the AAMS Item Data Sheet for that property as illustrated below:



GSAXcess®



U.S. General Services Administration

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| | | | |
|---|-----------------------------|------------------------------|-------------------|
| Item Control Number: | 366403-8024-0002 | | |
| FSC/National Stock Number: | 6515-438232 | | |
| Noun Name: | VITAL SIGN MONITOR | | |
| Quantity Available: | 23 EACH | Freeze Quantity: | |
| Unit Price: | \$ 4433.00 | Acquisition Cost: | \$ 101959.00 |
| Reporting Agency Name: | 1500 N. WESTWOOD BLVD | | |
| POC: | REBECCA WERTENBERGER | | |
| POC Phone: | 573-778-4237 Ext: | | |
| POC Fax: | 573-778-4389 | | |
| POC Email: | REBECCA.WERTENBERGER@VA.GOV | | |
| Property Location: | 1500 N. WESTWOOD BLVD | | |
| | POPLAR BLUFF, MO-63901 | | |
| Property Custodian: | REBECCA WERTENBERGER | | |
| Custodian Phone: | 573-778-4237 Ext: | | |
| Custodian Fax: | 573-778-4389 | | |
| Custodian Email: | REBECCA.WERTENBERGER@VA.GOV | | |
| Condition: | Usable | Make/Mfg: | GE |
| Hazardous: | No | Part Number: | |
| Demilitarization: | No | Model: | PROCARE 400 |
| Agency Control Number: | | Internal Screen Only: | No |
| Date Reported: | January 24, 2008 | Agency Location Code: | |
| Acquisition Date: | | Excess Release Date: | February 03, 2008 |
| Flight Safety Critical Aircraft Part: | No | | |
| Item Description | | | |
| GE DINAMAP PROCARE 400 VITAL SIGN MONITOR OFFERS NONINVASIVE BLOOD PRESSURE, PULSE RATE, OXYGEN SATURATION, AND TEMPERATURE. NOT ALL MACHINES HAVE A STAND INCLUDED. WE HAVE 23 MONITORS TO OFFER. APPROX.10% OF THESE MONITORS ARE USABLE BUT REQUIRE REPAIRS. | | | |



After reviewing the data sheet and description of the item being considered for freeze action, you can return to the AAMS Multiple Line Freeze List screen by clicking on the red “Back” button located in the upper right-hand corner.

Freeze Documentation

What kind of documentation is generated by Single and Multiple Line Freezes?

As illustrated in the sections above, you may freeze items one line at a time with an AAMS Single Freeze or you may simultaneously freeze several line items on a single computer screen page when doing an AAMS Multiple Freeze. Each freeze of either type will generate a separate transfer order. For example, if you freeze 5 line items on a particular screen, the system will generate 5 different transfer orders just as though the items were frozen individually as a Single Line Freeze. The transfer order includes a cover sheet that lists instructions concerning the approval procedure.

It should be noted that E-mail is the default method of transmitting the freeze cover sheet and transfer order if both the E-mail Address and Fax Tel No fields are completed on the Internal User screen. If the user wishes to send a Fax only, the Fax Tel No field should be completed and the E-mail Address should be left blank.

After you create a freeze, the system will attempt to send the transfer order via E-mail or Fax to the Approving Official's E-mail address or Fax machine. The system attempts the transmission up to three times. If the transmission is unsuccessful after three tries, the system will send the transfer order to a default E-mail address or Fax machine. The transfer order will be defaulted to the responsible VA Organizational Property Management Officer (OPMO) who will review the order and send it to the approving official.

The illustration below shows an E-mail message of a computer generated transfer order and corresponding cover sheet.

E-mail Cover Sheet

TO: BROTHERTON, NANCY
Room No: 300
FAX No: 703-605-2885
EMAIL Address: NANCY.BROTHERTON@GSA.GOV

FROM: VETERANS ADMINISTRATION
DEPT OF VETERANS AFFAIRS
VA CENTRAL OFFICE
810 VERMONT AVENUE N W
WASHINGTON DC 20420

Dear Approving Official:

Attached is a computer generated Transfer Order for property which is being internally screened within the Veterans Administration. The order was initiated as a freeze transaction by AFFAIRS, VETERAN within your organization.

To complete the request for transfer, sign and date the transfer order, then send it to the Property Custodian official listed below.

CUSTODIAN : REBECCA WERTENBERGER
573-778-4237
FAX: 573-778-4389

The property being requested is located at the following address:

Property Location: 1500 N. WESTWOOD BLVD |
POPLAR BLUFF, MO 63901-

If you have questions regarding the property, direct them to the Point of Contact listed below:

Point of Contact: REBECCA WERTENBERGER
FAX: 573-778-4389
EMAIL Address: REBECCA.WERTENBERGER@VA.GOV

To make arrangements for transfer of the property, contact the Property Custodian official above.

If you wish to make changes to the Transfer Order, line out the data you wish to change and annotate the change directly on the hardcopy of the order.

If this request is an emergency, please annotate this and the nature of the emergency on the hardcopy of the Transfer Order in the Shipping Instructions block (e.g., Emergency - Flood).

No action will be taken on this order unless Custodian receives a signed copy. If the Transfer Order is not approved within 30 days of the freeze transaction you must delete the freeze in AAMS.

| TRANSFER ORDER EXCESS PERSONAL PROPERTY | |
|---|---|
| TO: REBECCA WERTENBERGER 573-778-4237 573-778-4389 (FAX) | Ordering Activity: DEPT. OF VETERANS AFFAIRS DEPARTMENT OF VETERANS AFFAIRS VA MEDICAL CENTER SUPPLY SERVICE 500 W FORT STREET BOISE ID 83702-4598 |
| Reporting Activity: 1500 N. WESTWOOD BLVD POPLAR BLUFF, MO 63901- | Freeze Activity: AFFAIRS_VETERAN 703-605-2885 |
| Location of Property: 1500 N. WESTWOOD BLVD POPLAR BLUFF, MO 63901- | Ship To: DEPT. OF VETERANS AFFAIRS DEPARTMENT OF VETERANS AFFAIRS VA MEDICAL CENTER SUPPLY SERVICE 500 W FORT STREET BOISE ID 83702-4598 |
| Appropriation Symbol and Title: _____ | Shipping Instructions: _____ _____ _____ |

The illustration below shows an electronic mail message resulting from a transmission failure. If you receive one of these messages then you are the designated default address for transmission failures. The electronic message will include a copy of the failed transmission similar to the examples listed above.

If the person placing the freeze requests that transfer orders be sent via electronic mail and their mail box is out of order, then the system will send the transfer order to the default electronic mail address. Otherwise, the system sends the transfer order to the default Fax address.

If you receive one of these messages, please contact the person requesting the freeze immediately and make arrangements to forward the transfer order. The requester will need to get the transfer order approved before the order can be sent to the property owner for transfer.

message id: <199804071554.LAA16700@gsauns1.gsa.gov> subject: SF122 PROPERTY APPROVAL
 Delivery failed to pat.lapella@va.gov
 reason: INVALID DESTINATION ADDRESS

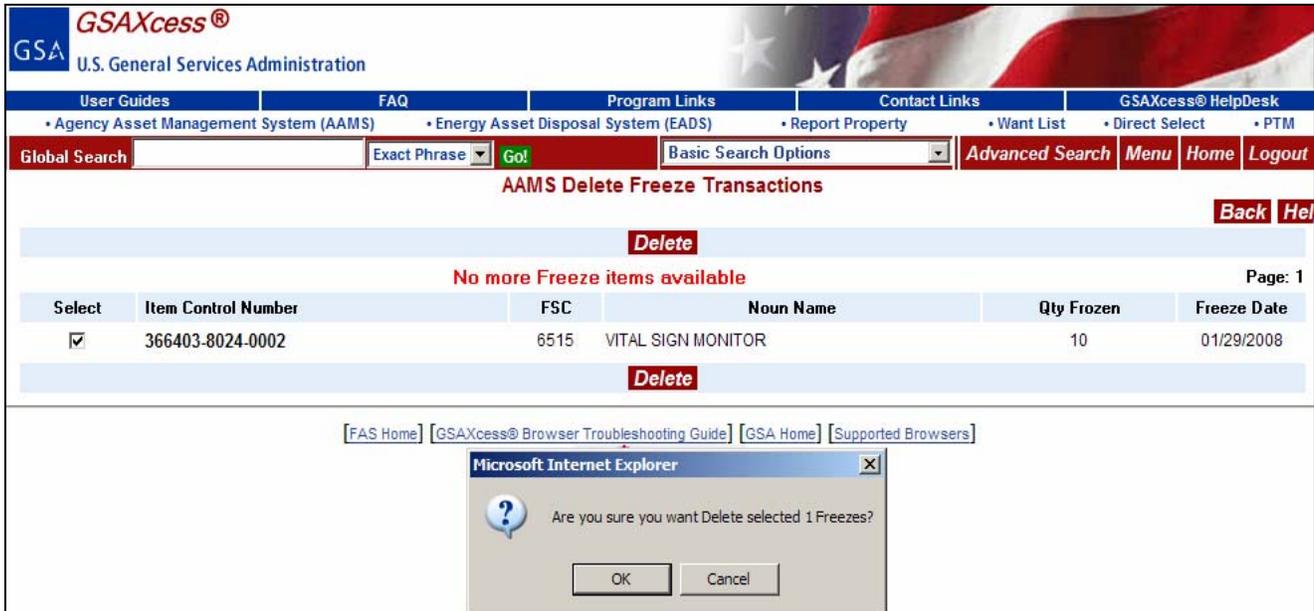
Delete Freeze Transactions

How do I delete “freeze” transactions?

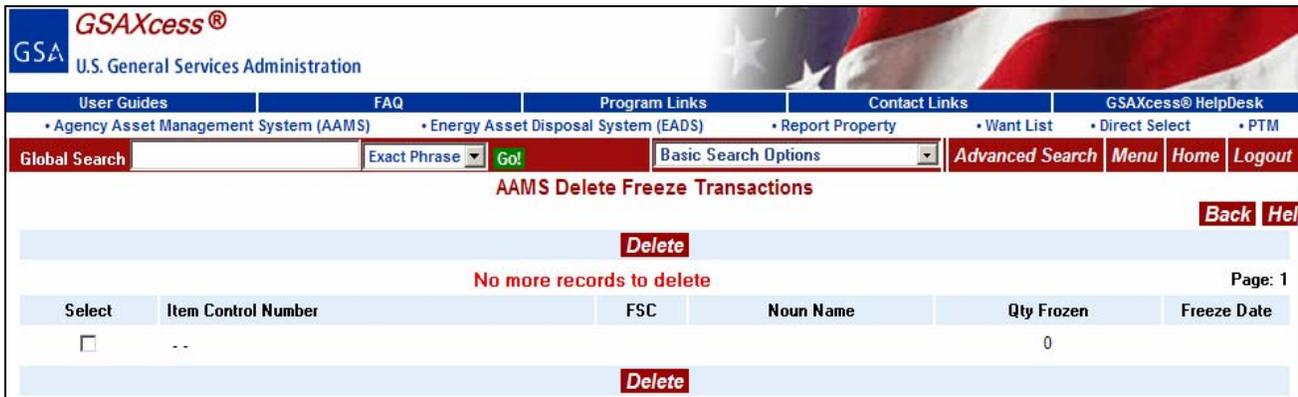
If you created a freeze and later decide that you do not need the item, you can use GSAXcess®/AAMS to delete the freeze. To delete an existing freeze, go to the GSAXcess®/ Main Menu under the AAMS Menu and click on the blue “Delete Freezes” hypertext.

The AAMS Delete Freeze Transactions screen is shown in the example below. This screen shows the items that you froze during previous AAMS Search and Freeze sessions. An example of this screen is displayed below:

To delete a freeze against any Item Control Number displayed, click on the “Select” column checkbox field to the left of the freeze to be deleted and click the red “Delete” button. You can select any or all items found on the screen. In the example below, you clicked on Item Control Number 366403-8024-0002 checkbox for deletion and clicked the red “Delete” button. The following pop-up message is display asking you, “Are you sure you want Delete selected 1 Freezes?”



You click “OK” and the system deletes the item and responds with a message stating, “No More Records to Delete” as shown below.



How do I know if my delete freeze was successful?

You click “OK” and the system deletes the item and responds with a message stating, “No More Records to Delete” as shown below.

The screenshot shows the GSAXcess® interface for the Agency Asset Management System (AAMS). The page title is "AAMS Delete Freeze Transactions". The search results area displays the message "No more records to delete" in red text. The table below the message is empty, with columns for "Select", "Item Control Number", "FSC", "Noun Name", "Qty Frozen", and "Freeze Date". The "Qty Frozen" column shows a value of "0". Navigation buttons like "Delete", "Back", and "Help" are visible.

| Select | Item Control Number | FSC | Noun Name | Qty Frozen | Freeze Date |
|--------------------------|---------------------|-----|-----------|------------|-------------|
| <input type="checkbox"/> | -- | | | 0 | |

How do I review freezes on additional pages of freeze items?

You can review up to fifty pending freeze transactions at a time. To advance to the Next page or to display the previous page of frozen items, click on the blue “Next Page” or “Previous Page” hypertext, respectively, in the upper middle of the page above the message line on the AAMS Delete Freeze Transactions.

What happens to your deleted freezes once you exit the system?

Item Control Numbers selected for deletion are dropped automatically once you exit the system. When you return to the Delete Freeze Transactions Screen, the dropped items are no longer displayed on the screen.

Can I re-freeze a deleted freeze?

If you need to re-freeze an item, repeat the usual search and freeze method beginning at the AAMS Menu. Click on [Searching for Property](#).

Transfer Property

What is the Transfer Property function?

The Transfer Property function allows you to transfer your excess property to another VA activity during the VA Internal Screening cycle. The process includes the following steps:

- Review your transfer orders
- Review the freezes against your property in GSAXcess®/AAMS
- Evaluate competing freezes for your property
- Award the property

You can review all your property at once, evaluating competing freezes as you go, or you can review freezes for your property one line item at a time. The sections below discuss both these options.

How do I review my transfer orders?

VA activities who freeze property will receive transfer orders via electronic mail or fax. The system sends the transfer order to the approving official at the unit that created the freeze. The approving official forwards the transfer order via electronic mail if acceptable or signs the transfer order and sends it to the point of contact for the property. If you are the point of contact then you will receive the approved transfer order via electronic mail, fax or mail from the approving official. Before you transfer the property, make sure you have an approved transfer order from the activity that froze the property. Check to see that the information is accurate and note the quantity frozen.

When you sign in to the GSAXcess®/AAMS system, if there are any freezes against your property, the system displays a pop-up message as shown below:

The screenshot shows the GSAXcess®/AAMS system interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this is a search bar with a 'Global Search' field, a dropdown menu for 'Exact Phrase', a 'Go!' button, and a 'Basic Search Options' dropdown. To the right of the search bar are buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'Worldwide Property Items by Category' and displays a list of categories with their respective item counts. A pop-up message is overlaid on the right side of the page, containing the following text:

https://gsaxcesspractice.fss.gsa.gov/fedsweb/fedswlog...

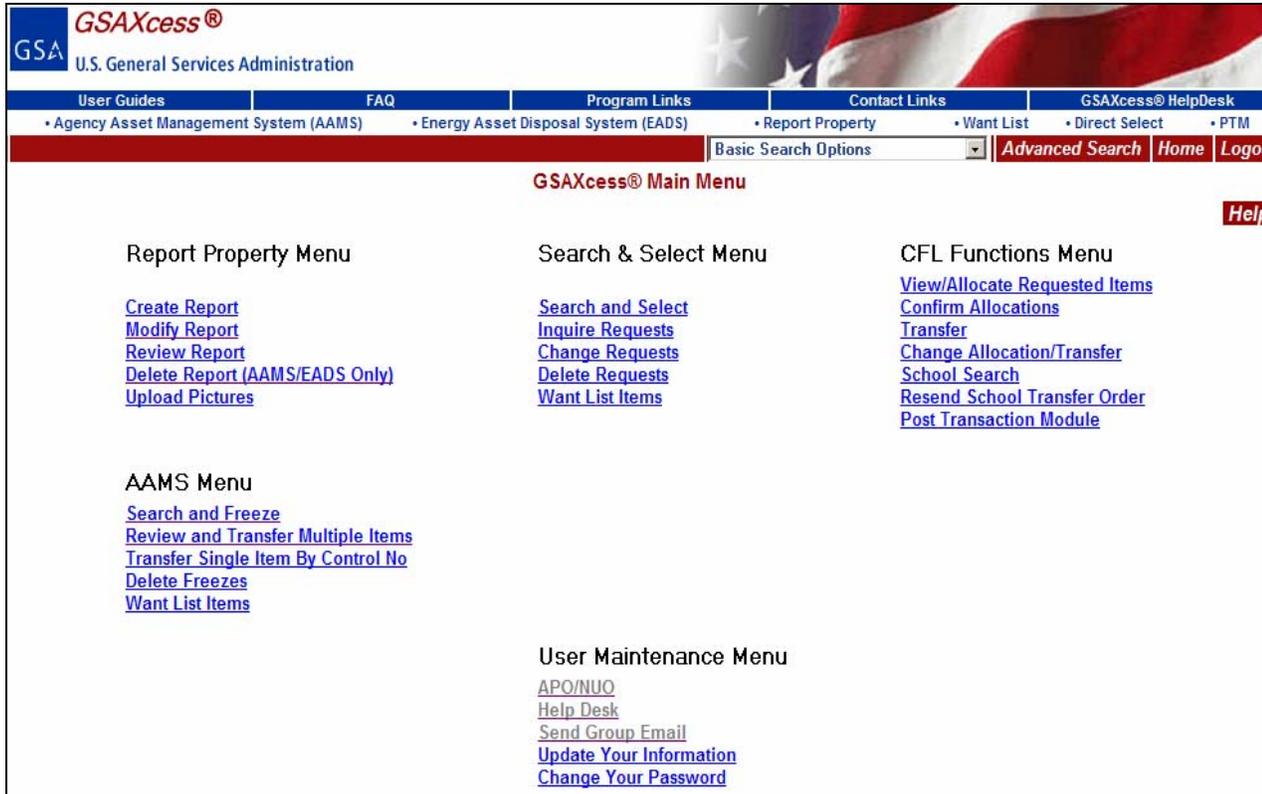
- A Customer has requested your item(s) in internal screening.
- Please use the 'Review and Transfer Multiple Items' function of the AAMS module to view requests for your property. You should only complete the transfer after you have received a copy of the electronic transfer order signed by the approving official.
- *Thank you!*

The background list of categories includes:

- [Agricultural Equipment and Supplies](#) (4/0)
- [Aircraft](#) (16/0)
- [Aircraft Parts and Tires](#) (4/0)
- [Automobiles](#) (7/0)
- [Boats](#) (7/0)
- [Clothing and Personal](#) (4/0)
- [Communication and Detection Equipment](#) (6/0)
- [Computer Equipment](#) (41/0)
- [Computer Software and Accessories](#) (0/0)
- [Construction Equipment](#) (2/0)
- [Electrical and Electronic Equipment and Components](#) (2/0)
- [Electrical and Electronic Measuring and Testing Equipment](#) (0/0)
- [Fire Trucks and Fire Fighting Equipment](#) (0/0)
- [Food Preparation and Serving Equipment](#) (0/0)
- [Furniture](#) (8/0)
- [Hardware](#) (0/0)
- [Household](#) (1/0)
- [Industrial Service and Trade Machinery](#) (1/0)
- [Industrial Special Machinery](#) (0/0)
- [Jewelry and Collectibles](#) (0/0)
- [Office Supplies and Forms](#) (0/0)
- [Photographic Equipment](#) (0/0)
- [Recording Equipment](#) (0/0)
- [Recreation](#) (0/0)
- [Refrigeration and Air Conditioning Equipment](#) (1/0)
- [Tools](#) (0/0)
- [Travel Trailer and/or Mobile Home](#) (508/0)
- [Trucks, Trailers and Tractors](#) (5/0)
- [Vehicular Components and Tires](#) (0/0)

How do I review and transfer multiple frozen items?

To review and transfer multiple frozen items, go to the GSAXcess®/AAMS Main Menu under the AAMS Menu and click on the blue Review and Transfer Multiple Items hypertext. The GSAXcess®/AAMS Main Menu is shown in the example below:



After you click on the blue Review and Transfer Multiple Items hypertext, the system displays the AAMS Review and Transfer Multiple Frozen Items screen. This screen displays only your items that have been frozen during the VA Internal Screening cycle. Note that you may have other property available that is not yet frozen by any prospective customers. The system will not list this property unless a customer creates a freeze.

The screen includes the Item Control Number, Item Name, and the Quantity Available for transfer. The Total Frozen is the total of all freezes to date. You may type the Quantity to Transfer if you wish to transfer the property at this time. The example below shows the first page of frozen items for review.

AAMS Review and Transfer Multiple Frozen Items

Page: 1

| Item Control Number | Quantity Available | Total Frozen | Qty To Transfer | Item Name/Message |
|----------------------------------|--------------------|--------------|----------------------|--|
| 360201-8002-2323 | 1 | 1 | <input type="text"/> | OFFICE FURNITURE - DESK, EXECUTIVE |
| 360201-8002-9999 | 75 | 50 | <input type="text"/> | MEDICAL AND SURGICAL INSTRUMENTS, EQUIPM |

You can review up to 50 Item Control Numbers at a time. If there are multiple pages of frozen items, you can click on the blue Next Page or Previous Page hypertext to navigate between pages.

Before you transfer property from this screen, make sure you have an approved transfer order from the VA activity that froze the property. Check that the information is accurate and note the quantity frozen.

Next, compare the Total Frozen to the Quantity Available. If the Quantity Available is greater than or equal to the Quantity Frozen, it is safe to transfer all the property. Type the quantity you wish to transfer in the Quantity to Transfer (Qty To Transfer) field and click on the red “Transfer” button either on the top and bottom middle of the screen.

If the freeze quantity on the transfer order plus the total of previous freezes placed is greater than the Quantity Available, you must go to the next screen by clicking the Item Control Number to evaluate competing freezes. There can be no quantity typed into the Qty to Transfer field to view competing requests. This screen is discussed in the following section.

If there are competing requests, you can click on the blue Item Control Number hypertext to review competing requests on the AAMS Evaluate Competing Requests screen. You can transfer from the AAMS Evaluate Competing Requests screen or click on the blue Name hypertext to see who the Agency is that is requesting.

AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8002 - 9999
 Noun Name: MEDICAL AND SURGICAL INST
 Quantity Available: 75

[Transfer](#) [Delete](#)

No more Freeze records

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|----------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | 50 | <input type="text"/> | | |

[Transfer](#) [Delete](#)

By clicking on the blue name hypertext the following AAMS User Transfer Data displays:

AAMS User Transfer Data

Item Control Number: 360201 - 8002 - 9999
 Freeze Activity Address Code: 364710
 Name: BROTHERTON NANCY
 Telephone Number: 703 605 2885

Available Quantity: 75
 Freeze Quantity : 50
 Transfer Quantity :
 Phone Extension :

Approving Official's Data

Name: BROTHERTON NANCY
 Email Address: NANCY.BROTHERTON@GSA.GOV
 Attention Line:
 Room Number:
 Fax Number : 000 000 0000

Ship to Address: DEPT OF VETERANS AFFAIRS
 CHIEF ACQ AND MATERIAL MGMT SVC 90
 2924 DATSUN DRIVE
 MEMPHIS TN 38116

In the example below, after evaluating competing requests (for this item control number, there were no competing requests) you click the red “Transfer” button to transfer the property item from the AAMS Evaluate Competing Freezes. The system redisplay the screen with a “Transferred” confirmation message in the Name field.

AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8002 - 9999
 Noun Name: MEDICAL AND SURGICAL INST
 Quantity Available: 50

[Transfer](#) [Delete](#)

Press the required button for further action

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|--------------------|------------|----------|----------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| TRANSFERRED | 01/11/2008 | | 25 | 01/11/2008 | 25 |

[Transfer](#) [Delete](#)

From the Main Menu, if you click on the blue Review and Transfer Multiple Items hypertext, the system message will state, “No Freeze records for your AAC”.

GSAXcess® Main Menu

No Freeze records for your AAC

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)

AAMS Menu

- [Search and Freeze](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Delete Freezes](#)
- [Want List Items](#)

Search & Select Menu

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)

User Maintenance Menu

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

CFL Functions Menu

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)

CFL Reports

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)

What happens when you can't satisfy all freezes?

If you have an item that does not have enough Quantity Available to satisfy all freezes then you will need to evaluate each freeze to determine who will receive the property. First, make sure you have a signed transfer order from each competitor. Competitors with signed transfer orders usually have preference over other competitors. Next, review the competing freezes. In the next example, the point of contact notices that there are more freezes for the property items than there are available. The quantity available is 50 and the total frozen is 70 for the first line, 175 quantity available and 240 frozen for the second line.

AAMS Review and Transfer Multiple Frozen Items

| Item Control Number | Quantity Available | Total Frozen | Qty To Transfer | Item Name/Message |
|----------------------------------|--------------------|--------------|----------------------|--|
| 360201-8002-9999 | 50 | 70 | <input type="text"/> | MEDICAL AND SURGICAL INSTRUMENTS, EQUIPM |
| 360201-8011-1111 | 175 | 240 | <input type="text"/> | REPLENISHABLE FIELD MEDICAL SETS, KITS, |

In this example, the point of contact had all of the required signed transfer orders so all of the freezes could be considered. Note that the screen displays the freezes in the order that they were created. In this case, you could award the property in several ways. You could award the property based on the creation time for the freeze or based on the arrival time of the signed transfer orders. You could also call the competitors to ask about the justification for the property. The point of contact reviews the competing requests by clicking on the blue Item Control Number (ICN) hypertext of the first ICN. The system displays the following:

AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8002 - 9999
 Noun Name: MEDICAL AND SURGICAL INST
 Quantity Available: 50

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| STURGIS GEORGE | 01/11/2008 | 20 | <input type="text"/> | | |
| VETERAN JOHN | 01/11/2008 | 50 | <input type="text"/> | | |

In this case, the point of contact sees that the freeze of the first competitor was already awarded 25 items. There are only 50 property items remaining with two competitors requesting a total of 70. In this case the allocator wants to fulfill some of each request, so they award 20 to the second request and 30 to the remaining request. The quantity to be transferred was typed next to each competitor and the red "Transfer" button was clicked.

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AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8002 - 9999 Page: 1

Noun Name: MEDICAL AND SURGICAL INST Quantity Available: 50

No more Freeze records

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| STURGIS GEORGE | 01/11/2008 | 20 | <input type="text" value="20"/> | | |
| VETERAN JOHN | 01/11/2008 | 50 | <input type="text" value="30"/> | | |

After you click the red “Transfer” button, the system redisplay the AAMS Evaluate Competing Freezes screen with the message "Transferred" in the Name column of each transferred item. Note that the Quantity Available is adjusted to zero if you transferred all amounts and the Transfer Status shows the Transfer Date and the Quantity Transferred.

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AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8002 - 9999 Page: 1

Noun Name: MEDICAL AND SURGICAL INST Quantity Available:

Press the required button for further action

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| TRANSFERRED | 01/11/2008 | | <input type="text" value="20"/> | 01/11/2008 | 20 |
| TRANSFERRED | 01/11/2008 | | <input type="text" value="30"/> | 01/11/2008 | 30 |

What if I need to change the quantity I transferred?

If you make a mistake or your customer wants to change the quantity to be transferred, you may use the Evaluate Competing Internal Freezes screen to adjust the Transfer Quantity. In the example below you awarded a quantity of 20 property items to line #2. You really only wanted to award 10 to line #2 and 40 to line #3.

You must deny the transfer by entering a zero in the quantity to transfer and then click on the red “Transfer” button. The screen will indicate that the transfer quantity has changed and the Quantity Available will be adjusted.

The screenshot shows the 'AAMS Evaluate Competing Freezes' interface. At the top, there are navigation tabs: User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below these are links for Agency Asset Management System (AAMS), Energy Asset Disposal System (EADS), Report Property, Want List, Direct Select, and PTM. A search bar is present with 'Global Search' and 'Exact Phrase' options, followed by a 'Go!' button and 'Basic Search Options' dropdown. The main title is 'AAMS Evaluate Competing Freezes' with 'Back' and 'Help' buttons. The item details are: Item Control Number: 360201 - 8002 - 9999, Noun Name: MEDICAL AND SURGICAL INST, and Quantity Available: 50. Below this are 'Transfer' and 'Delete' buttons. A message says 'Press the required button for further action'. A table lists the following data:

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|--------------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text"/> | 01/11/2008 | |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text"/> | 01/11/2008 | |

At the bottom of the table are 'Transfer' and 'Delete' buttons.

Enter the corrected Quantity, then click on the red “Transfer” button.

The screenshot shows the 'AAMS Evaluate Competing Freezes' interface after the correction. The item details remain the same: Item Control Number: 360201 - 8002 - 9999, Noun Name: MEDICAL AND SURGICAL INST, and Quantity Available: 50. The table now shows the following data:

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|--------------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text" value="10"/> | 01/11/2008 | |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text" value="40"/> | 01/11/2008 | |

At the bottom of the table are 'Transfer' and 'Delete' buttons.

After you click the red “Transfer” button, the system redisplay the screen with the corrected Transfer Quantity. The Quantity Available was also adjusted.

GSA U.S. General Services Administration

[User Guides](#) [FAQ](#) [Program Links](#) [Contact Links](#) [GSAXcess® HelpDesk](#)
 • Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Report Property • Want List • Direct Select • PTM

Global Search Exact Phrase Basic Search Options [Advanced Search](#) [Menu](#) [Home](#) [Logout](#)

AAMS Evaluate Competing Freezes

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Item Control Number: 360201 - 8002 - 9999 Page: 1

Noun Name: MEDICAL AND SURGICAL INST Quantity Available:

[Transfer](#) [Delete](#)

Press the required button for further action

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|--------------------------------------|------------|----------|---------------------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | | <input type="text" value="25"/> | 01/11/2008 | 25 |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text" value="10"/> | 01/11/2008 | 10 |
| TRANSFER QTY CHANGED | 01/11/2008 | | <input type="text" value="40"/> | 01/11/2008 | 40 |

[Transfer](#) [Delete](#)

How can I transfer a single item control number?

If you receive a signed transfer order for one of your items and you want to transfer that item requested on the transfer order, use the following option. First, click on the blue Transfer Single Internal Item by Control Number hypertext, from the GSAXcess® Main Menu under the AAMS Menu as shown.

The screenshot shows the GSAXcess® Main Menu. At the top, there are navigation tabs: User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below these are sub-links for Agency Asset Management System (AAMS), Energy Asset Disposal System (EADS), Report Property, Want List, Direct Select, and PTM. A search bar is visible with 'Basic Search Options' and buttons for 'Advanced Search', 'Home', and 'Logout'. The main menu is divided into several sections:

- Report Property Menu:** Create Report, Modify Report, Review Report, Delete Report (AAMS/EADS Only), Upload Pictures.
- Search & Select Menu:** Search and Select, Inquire Requests, Change Requests, Delete Requests, Want List Items.
- CFL Functions Menu:** View/Allocate Requested Items, Confirm Allocations, Transfer, Change Allocation/Transfer, School Search, Resend School Transfer Order, Post Transaction Module.
- AAMS Menu:** Search and Freeze, Review and Transfer Multiple Items, **Transfer Single Item By Control No**, Delete Freezes, Want List Items.
- User Maintenance Menu:** APO/NUO, Help Desk, Send Group Email, Update Your Information, Change Your Password.

The system will display the AAMS Evaluate Competing Freezes screen. Type the Item Control Number found on the transfer order in the fields provided at the top of the screen and click the red “Submit” button.

The screenshot shows the 'AAMS Evaluate Competing Freezes' screen. At the top, there is a search bar with 'Global Search' and 'Exact Phrase' dropdown, a 'Go!' button, and 'Basic Search Options' dropdown. Below the search bar, the title 'AAMS Evaluate Competing Freezes' is displayed. The screen shows the following information:

- Item Control Number: 360201 - 8011 - 1111
- Noun Name: REPLENISHABLE FIELD MEDIC
- Quantity Available: 175
- Buttons: Submit, Transfer, Delete
- Message: No more Freeze records
- Table of competing freezes:

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|----------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | 100 | <input type="text"/> | | |
| STURGIS GEORGE | 01/11/2008 | 40 | <input type="text"/> | | |
| VETERAN JOHN | 01/11/2008 | 100 | <input type="text"/> | | |

Buttons: Submit, Transfer, Delete

In the above example, the system redisplay the screen with the competing freezes for this item. You may then award the property to the person who placed the freeze using the same method described in the section above.

Can I review the Ship To Address data before I transfer property?

When you evaluate competing freezes, you can also review the Ship To Address data for each freeze. You review the Ship To Address Data from the AAMS Evaluate Competing Freezes screen by clicking on the blue Name hypertext.

AAMS Evaluate Competing Freezes

Item Control Number: 360201 - 8011 - 1111 Page: 1
 Noun Name: REPLENISHABLE FIELD MEDIC Quantity Available: 175

[Submit](#) [Transfer](#) [Delete](#)

No more Freeze records

| Name | Freeze | | Quantity to Transfer | Transfer Status | |
|----------------------------------|------------|----------|----------------------|-----------------|----------|
| | Date | Quantity | | Date | Quantity |
| BROTHERTON NANCY | 01/11/2008 | 100 | <input type="text"/> | | |
| STURGIS GEORGE | 01/11/2008 | 40 | <input type="text"/> | | |
| VETERAN JOHN | 01/11/2008 | 100 | <input type="text"/> | | |

[Submit](#) [Transfer](#) [Delete](#)

After you click on the blue Name hypertext, the system redisplay the AAMS User Transfer Data screen. This screen identifies the name and phone number of the person who placed the freeze, the name, Email Address, and Fax Number of the person who approved the freeze, and the Ship To Address data.

AAMS User Transfer Data

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Item Control Number: 360201 - 8011 - 1111 Available Quantity: 175
 Freeze Activity Address Code: 366403 Freeze Quantity : 100
 Name: VETERAN JOHN Transfer Quantity :
 Telephone Number: 703 605 2885 Phone Extension :

Approving Official's Data

Name: DOE JOHN Room Number: 300
 Email Address: BROTHERTON42US@YAHOO.COM Fax Number : 000 000 0000
 Attention Line:
 Ship to Address: VETERANS ADMIN
 MEDICAL CENTER SUPPLY SERVICE
 POPLAR BLUFF MO 63901

You can return to the Evaluate Competing Freezes screen by clicking on the red “Back” button at the upper right hand corner of the screen.

Appendix A: Disposal Condition Code

| Code | Definition | Explanation |
|------|------------|--|
| 1 | New/Unused | Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources. |
| 4 | Usable | Used property that is usable without repairs and most of its useful life remains. |
| 7 | Repairable | Required repairs are minor and should not exceed 15 percent of original acquisition cost. |
| X | Salvage | Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. |
| S | Scrap | Material that has no value except for its basic material content. |

Appendix B: Demilitarization Code Table

| Code | Explanation |
|------|--|
| 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 |

Appendix C: State Code Table

| STATE CODE | STATE NAME | STATE CODE | STATE NAME |
|------------|----------------------|------------|--------------------|
| AJ | O-Asia/Japan/Pacific | MS | Mississippi |
| AK | Alaska | MT | Montana |
| AL | Alabama | NC | North Carolina |
| AR | Arkansas | ND | North Dakota |
| AS | American Samoa | NE | Nebraska |
| AZ | Arizona | NH | New Hampshire |
| CA | California | NJ | New Jersey |
| CB | O-Caribbean | NM | New Mexico |
| CO | Colorado | NV | Nevada |
| CT | Connecticut | NY | New York |
| DC | District of Columbia | OH | Ohio |
| DE | Delaware | OK | Oklahoma |
| EU | O-Europe | OR | Oregon |
| FL | Florida | OS | O-Others |
| GA | Georgia | PA | Pennsylvania |
| GU | Guam | PR | Puerto Rico |
| HI | Hawaii | PS | O-Panama/S America |
| IA | Iowa | RI | Rhode Island |
| ID | Idaho | SC | South Carolina |
| IL | Illinois | SD | South Dakota |
| IN | Indiana | TN | Tennessee |
| KS | Kansas | TX | Texas |
| KY | Kentucky | UT | Utah |
| LA | Louisiana | VA | Virginia |
| MA | Massachusetts | VI | Virgin Islands |
| MD | Maryland | VT | Vermont |
| ME | Maine | WA | Washington |
| MI | Michigan | WI | Wisconsin |
| MN | Minnesota | WV | West Virginia |
| MO | Missouri | WY | Wyoming |
| MP | Northern Marianas | | |

Appendix D: Flight Safety Critical Aircraft Parts Table (FSCAP)

| Code | Definition |
|-------------|--|
| Blank | Not a FSCAP item |
| E | FSCAP item, designed to "nuclear hard" |
| F | Normal FSCAP item |

Appendix E: Federal Supply Classes

| FSC | Description |
|------|--|
| 1005 | Guns, through 30 mm |
| 1010 | Guns, over 30 mm up to 75 mm |
| 1015 | Guns, 75 mm through 125 mm |
| 1020 | Guns, over 125 mm through 150 mm |
| 1025 | Guns, over 150 mm through 200 mm |
| 1030 | Guns, over 200 mm through 300 mm |
| 1035 | Guns, over 300 mm |
| 1040 | Chemical weapons and equipment |
| 1045 | Launchers, torpedo and depth charge |
| 1055 | Launchers, rocket and pyrotechnic |
| 1070 | Nets and booms, ordinance |
| 1075 | Degaussing and mine sweeping equipment |
| 1080 | Camouflage and deception equipment |
| 1090 | Assemblies interchangeable between weapons in two or more cl |
| 1095 | Miscellaneous weapons |
| 1105 | Nuclear bombs |
| 1110 | Nuclear projectiles |
| 1115 | Nuclear warheads and warhead sections |
| 1120 | Nuclear depth charges |
| 1125 | Nuclear demolition charges |
| 1127 | Nuclear rockets |
| 1130 | Conversion kits, nuclear ordnance |
| 1135 | Fusing and firing devices, nuclear ordnance |
| 1140 | Nuclear components |
| 1145 | Explosive and pyrotechnic components, nuclear ordnance |
| 1190 | Specialized test and handling equipment, nuclear ordnance |
| 1195 | Miscellaneous nuclear ordnance |
| 1210 | Fire control directors |
| 1220 | Fire control computing sights and devices |
| 1230 | Fire control systems, complete |
| 1240 | Optical sighting and ranging equipment |
| 1250 | Fire control stabilizing mechanisms |
| 1260 | Fire control designating and indicating equipment |
| 1265 | Fire control transmitting and receiving equipment, except ai |
| 1270 | Aircraft gunnery fire control components |

| FSC | Description |
|------------|---|
| 1280 | Aircraft bombing fire control components |
| 1285 | Fire control radar equipment, except airborne |
| 1287 | Fire control sonar equipment |
| 1290 | Miscellaneous fire control equipment |
| 1305 | Ammunition, through 30 mm |
| 1310 | Ammunition, over 30 mm up to 75 mm |
| 1315 | Ammunition, 75 mm through 125 mm |
| 1320 | Ammunition, over 125 mm |
| 1325 | Bombs |
| 1330 | Grenades |
| 1336 | Guided missile warheads and explosive components |
| 1337 | Guided missile and space vehicle explosive propulsion units, solid f |
| 1338 | Guided missile and space vehicle, inert propulsion units, solid fuel |
| 1340 | Rockets, rocket ammunition and rocket components |
| 1345 | Land mines |
| 1350 | Underwater mine inert components |
| 1351 | Underwater mine explosive components |
| 1355 | Torpedo inert components |
| 1356 | Torpedo explosive components |
| 1360 | Depth charge inert components |
| 1361 | Depth charge explosive components |
| 1365 | Military chemical agents |
| 1370 | Pyrotechnics |
| 1375 | Demolition materials |
| 1376 | Bulk explosives |
| 1377 | Cartridge and propellant actuated devices and components |
| 1380 | Military biological agents |
| 1385 | Surface use explosive ordnance disposal tools and equipment |
| 1386 | Underwater use explosive ordnance disposal and swimmer weapons system |
| 1390 | Fuses and primers |
| 1395 | Miscellaneous ammunition |
| 1398 | Specialized ammunition handling and servicing equipment |
| 1410 | Guided missiles |
| 1420 | Guided missile components |
| 1425 | Guided missile systems, complete |
| 1427 | Guided missile subsystems |
| 1430 | Guided missile remote control systems |
| 1440 | Launchers, guided missile |

| FSC | Description |
|------------|--|
| 1450 | Guided missile handling and servicing equipment |
| 1510 | Aircraft, fixed wing |
| 1520 | Aircraft, rotary wing |
| 1540 | Gliders |
| 1550 | Drones |
| 1560 | Airframe structural components |
| 1610 | Aircraft propellers and components |
| 1615 | Helicopter rotor blades, drive mechanisms and components |
| 1620 | Aircraft landing gear components |
| 1630 | Aircraft wheel and brake systems |
| 1640 | Aircraft control cable products |
| 1650 | Aircraft hydraulic, vacuum, and de-icing system components |
| 1660 | Aircraft air conditioning, heating, and pressurizing equipment |
| 1670 | Parachutes; aerial pick up, delivery, recovery system; and c |
| 1680 | Miscellaneous aircraft accessories and components |
| 1710 | Aircraft landing equipment. |
| 1720 | Aircraft launching equipment |
| 1730 | Aircraft ground servicing equipment |
| 1740 | Airfield specialized trucks and trailers |
| 1810 | Space vehicles |
| 1820 | Space vehicle components |
| 1830 | Space vehicle remote control systems |
| 1840 | Space vehicle launchers |
| 1850 | Space vehicle handling and servicing equipment |
| 1860 | Space survival equipment |
| 1905 | Combat ships and landing vessels |
| 1910 | Transport vessels, passenger and troop |
| 1915 | Cargo and tanker vessels |
| 1920 | Fishing vessels |
| 1925 | Special service vessels |
| 1930 | Barges and lighters, cargo |
| 1935 | Barges and lighters, special purpose |
| 1940 | Small craft |
| 1945 | Pontoons and floating docks |
| 1950 | Floating dry docks |
| 1955 | Dredges |
| 1990 | Miscellaneous vessels |
| 2010 | Ship and boat propulsion components |
| 2020 | Rigging and rigging gear |

| FSC | Description |
|------------|--|
| 2030 | Deck machinery |
| 2040 | Marine hardware and hull items |
| 2050 | Buoys |
| 2060 | Commercial fishing equipment |
| 2090 | Miscellaneous ship and marine equipment |
| 2210 | Locomotives |
| 2220 | Rail cars |
| 2230 | Right-of-way construction and maintenance equipment, railroad |
| 2240 | Locomotive and rail car accessories and components |
| 2250 | Track material, railroad |
| 2305 | Ground effect vehicles |
| 2310 | Passenger motor vehicles |
| 2311 | Crashed test vehicles |
| 2312 | Salvage/scrap vehicles |
| 2320 | Trucks and track tractors, wheeled |
| 2330 | Trailers |
| 2340 | Motorcycles, motor scooters, and bicycles |
| 2350 | Combat, assault, and tactical vehicles, tracked |
| 2410 | Tractor, full tracked, low speed |
| 2420 | Tractors, wheeled |
| 2430 | Tractors, full tracked, high speed |
| 2510 | Vehicular cab, body, and frame structural components |
| 2520 | Vehicular power transmission components |
| 2530 | Vehicular brake, steering, axle, wheel, and track components |
| 2540 | Vehicular furniture and accessories |
| 2541 | Weapons system specific vehicular accessories |
| 2590 | Miscellaneous vehicular components |
| 2610 | Tires and tubes pneumatic, except aircraft |
| 2620 | Tires and tubes, pneumatic, aircraft |
| 2630 | Tires, solid and cushion |
| 2640 | Tire rebuilding and tire and tube repair materials |
| 2805 | Gasoline reciprocating engines, except aircraft; and components |
| 2810 | Gasoline reciprocating engines, aircraft prime mover; and components |
| 2815 | Diesel engines and components |
| 2820 | Steam engines, reciprocating; and components |
| 2825 | Steam turbines and components |
| 2830 | Water turbines and water wheels; and components |
| 2835 | Gas turbines and jet engines, non-aircraft; and components |
| 2840 | Gas turbines and jet engines, aircraft, prime moving; and components |

| FSC | Description |
|------------|--|
| 2845 | Rocket engines and components |
| 2850 | Gasoline rotary engines and components |
| 2895 | Miscellaneous engines and components |
| 2910 | Engine fuel system components, nonaircraft |
| 2915 | Engine fuel system components, aircraft and missile prime movers |
| 2920 | Engine electrical system components, nonaircraft |
| 2925 | Engine electrical system components, aircraft prime moving |
| 2930 | Engine cooling system components, nonaircraft |
| 2935 | Engine system cooling components, aircraft prime moving |
| 2940 | Engine air and oil filters, strainers, and cleaners, nonaircraft |
| 2945 | Engine air and oil filters, cleaners, aircraft prime moving |
| 2950 | Turbo supercharger and components |
| 2990 | Miscellaneous engine accessories, nonaircraft |
| 2995 | Miscellaneous engine accessories, aircraft |
| 3010 | Torque converters and speed changers |
| 3020 | Gears, pulleys, sprockets, and transmission chain |
| 3030 | Belting, drive belts, fan belts, and accessories |
| 3040 | Miscellaneous power transmission equipment |
| 3110 | Bearings, antifriction, unmounted |
| 3120 | Bearings, plain, unmounted |
| 3130 | Bearings, mounted |
| 3210 | Sawmill and planing mill machinery |
| 3220 | Woodworking machines |
| 3230 | Tools and attachments for woodworking machinery |
| 3405 | Saws and filing machines |
| 3408 | Machining centers and way-type machines |
| 3410 | Electrical and ultrasonic erosion machines |
| 3411 | Boring machines |
| 3412 | Broaching machines |
| 3413 | Drilling and tapping machines |
| 3414 | Gear cutting and finishing machines. |
| 3415 | Grinding machines |
| 3416 | Lathes |
| 3417 | Milling machines |
| 3418 | Planers and shapers |
| 3419 | Miscellaneous machine tools |
| 3422 | Rolling mills and drawing machines |
| 3424 | Metal heat treating and non-thermal treating equipment |
| 3426 | Metal finishing equipment |

| FSC | Description |
|------------|--|
| 3431 | Electric arc welding equipment |
| 3432 | Electric resistance welding equipment |
| 3433 | Gas welding, heat cutting, and metalizing equipment |
| 3436 | Welding positioners and manipulators |
| 3438 | Miscellaneous welding equipment |
| 3439 | Miscellaneous welding, soldering, and brazing supplies and accessories |
| 3441 | Bending and forming machines |
| 3442 | Hydraulic and pneumatic presses, power driven |
| 3443 | Mechanical presses, power driven |
| 3444 | Manual presses |
| 3445 | Punching and shearing machines |
| 3446 | Forging machinery and hammers |
| 3447 | Wire and metal ribbon forming machines |
| 3448 | Riveting machines |
| 3449 | Miscellaneous secondary metal forming and cutting machines |
| 3450 | Machine tools, portable |
| 3455 | Cutting tools for machine tools |
| 3456 | Cutting and forming tools for secondary metalworking machinery |
| 3460 | Machine tool accessories |
| 3461 | Accessories for secondary metalworking machinery |
| 3465 | Production jigs, fixtures, and templates |
| 3470 | Machine shop sets, kits, and outfits |
| 3510 | Laundry and dry cleaning equipment |
| 3520 | Shoe repairing equipment |
| 3530 | Industrial sewing machines and mobile textile repair shops |
| 3540 | Wrapping and packaging machinery |
| 3550 | Vending and coin operated machines |
| 3590 | Miscellaneous service and trade equipment |
| 3605 | Food products machinery and equipment |
| 3610 | Printing, duplicating, and bookbinding equipment |
| 3611 | Industrial marking machines |
| 3615 | Pulp and paper industries machinery |
| 3620 | Rubber and plastics working machinery |
| 3625 | Textile industries machinery |
| 3630 | Clay and concrete products industries machinery |
| 3635 | Crystal and glass industries machinery |
| 3640 | Tobacco manufacturing machinery |
| 3645 | Leather tanning and leather working industries machinery |

| FSC | Description |
|------------|---|
| 3650 | Chemical and pharmaceutical products manufacturing machinery |
| 3655 | Gas generating and dispensing systems, fixed or mobile |
| 3660 | Industrial size reduction machinery |
| 3670 | Specialized semiconductor, microcircuit, and printed circuit board m |
| 3680 | Foundry machinery, related equipment and supplies |
| 3685 | Specialized metal container manufacturing machinery and related equipment |
| 3690 | Special ammunition and ordnance machinery and related equipment |
| 3693 | Industrial assembly machines |
| 3694 | Clean work stations, controlled environment, and related equipment |
| 3695 | Miscellaneous special industry machinery |
| 3710 | Soil preparation equipment |
| 3720 | Harvesting equipment |
| 3730 | Dairy, poultry, and livestock equipment |
| 3740 | Pest, disease, and frost control equipment |
| 3750 | Gardening implements and tools |
| 3760 | Animal drawn vehicles and farm trailers |
| 3770 | Saddlery, harness, whips, and related animal furnishings |
| 3805 | Earth moving and excavating equipment |
| 3810 | Cranes and crane-shovels |
| 3815 | Crane and crane-shovel attachments |
| 3820 | Mining, rock drilling, earth boring, and related equipment |
| 3825 | Road clearing, cleaning, and marking equipment |
| 3830 | Truck and tractor attachments |
| 3835 | Petroleum production and distribution equipment |
| 3895 | Miscellaneous construction equipment |
| 3910 | Conveyors |
| 3915 | Materials feeders |
| 3920 | Material handling equipment, nonself-propelled |
| 3930 | Warehouse trucks and tractors, self-propelled |
| 3940 | Blocks, tackle, rigging, and slings |
| 3950 | Winches, hoists, cranes, and derricks |
| 3960 | Freight elevators |
| 3990 | Miscellaneous materials handling equipment |
| 4010 | Chain and wire rope |
| 4020 | Fiber rope, cordage, and twine |
| 4030 | Fittings for rope, cable, and chain |
| 4110 | Refrigeration equipment |
| 4120 | Air conditioning equipment |

| FSC | Description |
|------------|--|
| 4130 | Refrigeration and air conditioning components |
| 4140 | Fans, air circulators, and blower equipment |
| 4150 | Vortex tubes and other related cooling tubes |
| 4210 | Fire fighting equipment |
| 4220 | Marine, lifesaving and diving equipment |
| 4230 | Decontaminating and impregnating equipment |
| 4235 | Hazardous material spill containment and clean-up equipment and mate |
| 4240 | Safety and rescue equipment |
| 4250 | Recycling and reclamation equipment |
| 4310 | Compressors and vacuum pumps |
| 4320 | Power and hand pumps |
| 4330 | Centrifugals, separators, and pressure and vacuum filters |
| 4410 | Industrial boilers |
| 4420 | Heat exchangers and steam condensers |
| 4430 | Industrial furnaces, kilns, lehrs, and ovens |
| 4440 | Driers, dehydrators, and anhydrators |
| 4460 | Air purification equipment |
| 4470 | Nuclear reactors |
| 4510 | Plumbing fixtures and accessories |
| 4520 | Space and water heating equipment |
| 4530 | Fuel burning equipment units |
| 4540 | Waste disposal equipment |
| 4610 | Water purification equipment |
| 4620 | Water distillation equipment, marine and industrial |
| 4630 | Sewage treatment equipment |
| 4710 | Pipe, tube and rigid tubing |
| 4720 | Hose and flexible tubing |
| 4730 | Hose, pipe, tube, lubrication, and railing fittings |
| 4810 | Valves, powered |
| 4820 | Valves, nonpowered |
| 4910 | Motor vehicle maintenance and repair shop specialized equipment |
| 4920 | Aircraft maintenance and repair shop specialized equipment |
| 4921 | Torpedo maintenance, repair, and checkout specialized equipment |
| 4923 | Depth charges and underwater mines maintenance, repair, and checkout |
| 4925 | Ammunition maintenance, repair, and checkout specialized equipment |
| 4927 | Rocket maintenance, repair and checkout specialized equipment |
| 4930 | Lubrication and fuel dispensing equipment |
| 4931 | Fire control maintenance and repair shop specialized equipment |

| FSC | Description |
|------------|--|
| 4933 | Weapons maintenance and repair shop specialized equipment |
| 4935 | Guided missile maintenance, repair, and checkout specialized equipment |
| 4940 | Miscellaneous maintenance and repair shop specialized equipment |
| 4960 | Space vehicle maintenance, repair, and checkout specialized equipment |
| 4970 | Multiple guided weapons specialized maintenance and repair |
| 5110 | Hand tools, edged, nonpowered |
| 5120 | Hand tools, nonedged, nonpowered |
| 5130 | Hand tools, power driven |
| 5133 | Drill bits, counter bores, and countersinks: hand and machine |
| 5136 | Taps, dies, and collets; hand and machine |
| 5140 | Tool and hardware boxes |
| 5180 | Sets, kits, and outfits of hand tools |
| 5210 | Measuring tools, craftsmen's |
| 5220 | Inspection gages and precision layout tools |
| 5280 | Sets, kits, and outfits of measuring tools |
| 5305 | Screws |
| 5306 | Bolts |
| 5307 | Studs |
| 5310 | Nuts and washers |
| 5315 | Nails, machine keys, and pins |
| 5320 | Rivets |
| 5325 | Fastening devices |
| 5330 | Packing and gasket materials |
| 5331 | O-ring |
| 5335 | Metal screening |
| 5340 | Hardware |
| 5341 | Brackets |
| 5342 | Hardware, weapon system |
| 5345 | Disks and stones, abrasive |
| 5350 | Abrasive materials |
| 5355 | Knobs and pointers |
| 5360 | Coil, flat, leaf, and wire springs |
| 5365 | Bushings, rings, shims, and spacers |
| 5410 | Prefabricated and portable buildings |
| 5411 | Rigid wall shelters |
| 5419 | Collective modular support system |
| 5420 | Bridges, fixed and floating |
| 5430 | Storage tanks |

| FSC | Description |
|------------|--|
| 5440 | Scaffolding equipment and concrete forms |
| 5445 | Prefabricated tower structures |
| 5450 | Miscellaneous prefabricated structures |
| 5510 | Lumber and related basic wood materials |
| 5520 | Millwork |
| 5530 | Plywood and veneer |
| 5610 | Mineral construction materials, bulk |
| 5620 | Tile, brick and block |
| 5630 | Pipe and conduit, nonmetallic |
| 5640 | Wallboard, building paper, and thermal insulation materials |
| 5650 | Roofing and siding materials |
| 5660 | Fencing, fences, gates and components |
| 5670 | Building components, prefabricated |
| 5675 | Nonwood construction lumber and related materials |
| 5680 | Miscellaneous construction materials |
| 5805 | Telephone and telegraph equipment |
| 5810 | Communications security equipment and components |
| 5811 | Other cryptologic equipment and components |
| 5815 | Teletype and facsimile equipment |
| 5820 | Radio and television communication equipment, except airborne |
| 5821 | Radio and television communication equipment, airborne |
| 5825 | Radio navigation equipment, except airborne |
| 5826 | Radio navigation equipment, airborne |
| 5830 | Intercommunication and public address systems, except airborne |
| 5831 | Intercommunication and public address systems, airborne |
| 5835 | Sound recording and reproducing equipment |
| 5836 | Video recording and reproducing equipment |
| 5840 | Radar equipment, except airborne |
| 5841 | Radar equipment, airborne |
| 5845 | Underwater sound equipment |
| 5850 | Visible and invisible light communication equipment |
| 5855 | Night vision equipment, emitted and reflected radiation |
| 5860 | Stimulated coherent radiation devices, components, and accessories |
| 5865 | Electronic countermeasures, counter-countermeasures and quick reaction |
| 5895 | Miscellaneous communication equipment |
| 5905 | Resistors |
| 5910 | Capacitors |
| 5915 | Filters and networks |

| FSC | Description |
|------------|---|
| 5920 | Fuses, arrestors, absorbers, and protectors |
| 5925 | Circuit breakers |
| 5930 | Switches |
| 5935 | Connectors, electrical |
| 5940 | Lugs, terminals, and terminal strips |
| 5945 | Relays and solenoids |
| 5950 | Coils and transformers |
| 5955 | Oscillators and piezoelectric crystals |
| 5960 | Electron tubes and associated hardware |
| 5961 | Semiconductor devices and associated hardware |
| 5962 | Microcircuits, electronic |
| 5963 | Electronic modules |
| 5965 | Handsets, handsets, microphones and speakers |
| 5970 | Electrical insulators and insulating materials |
| 5975 | Electrical hardware and supplies |
| 5977 | Electrical contact brushes and electrodes |
| 5980 | Optoelectronic devices and associated hardware |
| 5985 | Antennas, waveguides, and related equipment |
| 5990 | Synchros and resolvers |
| 5995 | Cable, cord, and wire assemblies: communication equipment |
| 5996 | Amplifiers |
| 5998 | Electrical and electronic assemblies, boards, cards, and associated |
| 5999 | Miscellaneous electrical and electronic components |
| 6004 | Rotary joints - fiber optics |
| 6005 | Couplers, splitters, and mixers |
| 6006 | Attenuator variable, light signals |
| 6007 | Filters - fiber optics 150 mm |
| 6008 | Optical multiplexers/demultiplexers |
| 6010 | Fiber optic conductors |
| 6015 | Fiber optic cables |
| 6020 | Fiber optic cable assemblies and harnesses |
| 6021 | Fiber optic switches |
| 6025 | Fiber optic transmitter |
| 6026 | Fiber optic receivers |
| 6029 | Optical repeaters |
| 6030 | Fiber optic devices |
| 6031 | Integrated optical circuits |
| 6032 | Fiber optic light sources and photo detectors |
| 6033 | Fiber optic photo detectors |

| FSC | Description |
|------------|--|
| 6034 | Fiber optic modulators/demodulators |
| 6035 | Fiber optic light transfer and image transfer devices |
| 6040 | Fiber optic sensors |
| 6050 | Fiber optic passive devices |
| 6060 | Fiber optic interconnectors |
| 6070 | Fiber optic accessories and supplies |
| 6080 | Fiber optic kits and sets |
| 6099 | Miscellaneous fiber optic components |
| 6105 | Motors, electrical |
| 6110 | Electrical control equipment |
| 6115 | Generators and generator sets, electrical |
| 6116 | Fuel cell power units, components, and accessories |
| 6117 | Solar electric power systems |
| 6120 | Transformers: distribution and power station |
| 6125 | Converters, electrical, rotating |
| 6130 | Converters, electrical, nonrotating |
| 6135 | Batteries, nonrechargeable |
| 6140 | Batteries, rechargeable |
| 6145 | Wire and cable, electrical |
| 6150 | Miscellaneous electric power and distribution equipment |
| 6160 | Miscellaneous battery retaining fixtures, liners/ancillary items |
| 6210 | Indoor and outdoor electric lighting fixtures |
| 6220 | Electric vehicular lights and fixtures |
| 6230 | Electric portable and hand lighting equipment |
| 6240 | Electric lamps |
| 6250 | Ballasts, lamp holders, and starters |
| 6260 | Nonelectrical lighting fixtures |
| 6310 | Traffic and transit signal systems |
| 6320 | Shipboard alarm and signal systems |
| 6330 | Railroad signal and warning devices |
| 6340 | Aircraft alarm and signal systems |
| 6350 | Miscellaneous alarm, signal, and security detection systems |
| 6505 | Drugs and biologicals |
| 6508 | Medicated cosmetics and toiletries |
| 6509 | Drugs and biologicals, veterinary use |
| 6510 | Surgical dressing materials |
| 6515 | Medical and surgical instruments, equipment, and supplies |
| 6520 | Dental instruments, equipment, and supplies |
| 6525 | X-ray equipment and supplies: medical, dental, veterinary |

| FSC | Description |
|------------|---|
| 6530 | Hospital furniture, equipment, utensils, and supplies |
| 6532 | Hospital and surgical clothing and related special purpose items |
| 6540 | Ophthalmic instruments, equipment, and supplies |
| 6545 | Replenishable field medical sets, kits, and outfits |
| 6550 | In vitro diagnostic substances, reagents, test kits and sets |
| 6605 | Navigational instruments |
| 6610 | Flight instruments |
| 6615 | Automatic pilot mechanisms and airborne gyro components |
| 6620 | Engine instruments |
| 6625 | Electrical and electronic properties measuring and testing instruments |
| 6630 | Chemical analysis instruments |
| 6635 | Physical properties testing equipment |
| 6636 | Environmental chambers and related equipment |
| 6640 | Laboratory equipment and supplies |
| 6645 | Time measuring instruments |
| 6650 | Optical instruments, test equipment, components and accessories |
| 6655 | Geophysical instruments |
| 6660 | Meteorological instruments and apparatus |
| 6665 | Hazard-detecting instruments and apparatus |
| 6670 | Scales and balances |
| 6675 | Drafting, surveying, and mapping instruments |
| 6680 | Liquid and gas flow, liquid level and mechanical motion measuring in |
| 6685 | Pressure, temperature, and humidity measuring and controlling instruments |
| 6695 | Combination and miscellaneous instruments |
| 6710 | Cameras, motion picture |
| 6720 | Cameras, still picture |
| 6730 | Photographic projection equipment |
| 6740 | Photographic developing and finishing equipment |
| 6750 | Photographic supplies |
| 6760 | Photographic equipment and accessories |
| 6770 | Film, processed |
| 6780 | Photographic sets, kits, and outfits |
| 6810 | Chemicals |
| 6820 | Dyes |
| 6830 | Gases: compressed and liquefied |
| 6840 | Pest control agents and disinfectants |
| 6850 | Miscellaneous chemical specialties |
| 6910 | Training aids |

| FSC | Description |
|------------|---|
| 6920 | Armament training devices |
| 6930 | Operation training devices |
| 6940 | Communication training devices |
| 7010 | Adpe system configuration |
| 7020 | Adp central processing unit (cpu, computer), analog |
| 7021 | Adp central processing unit (cpu, computer), digital |
| 7022 | Adp central processing unit (cpu, computer), hybrid |
| 7025 | Adp input/output and storage devices |
| 7030 | Adp software |
| 7035 | Adp support equipment |
| 7040 | Punched card equipment |
| 7042 | Mini and micro computer control devices |
| 7045 | Adp supplies |
| 7050 | Adp components |
| 7105 | Household furniture |
| 7110 | Office furniture |
| 7125 | Cabinets, lockers, bins, and shelving |
| 7195 | Miscellaneous furniture and fixtures |
| 7210 | Household furnishings |
| 7220 | Floor coverings |
| 7230 | Draperies, awnings, and shades |
| 7240 | Household and commercial utility containers |
| 7290 | Miscellaneous household and commercial furnishings and appliances |
| 7310 | Food cooking, baking, and serving equipment |
| 7320 | Kitchen equipment and appliances |
| 7330 | Kitchen hand tools and utensils |
| 7340 | Cutlery and flatware |
| 7350 | Tableware |
| 7360 | Sets, kits, outfits and modules, food preparation and serving |
| 7410 | Punched card systems machines |
| 7420 | Accounting and calculating machines |
| 7430 | Typewriters and office type composing machines |
| 7435 | Office information system equipment |
| 7440 | Adp systems; industrial, scientific, and office types |
| 7450 | Office type sound recording and reproducing machines |
| 7460 | Visible record equipment |
| 7490 | Miscellaneous office machines |
| 7510 | Office supplies |
| 7520 | Office devices and accessories |

| FSC | Description |
|------------|--|
| 7530 | Stationery and record forms |
| 7540 | Standard forms |
| 7610 | Books and pamphlets |
| 7630 | Newspapers and periodicals |
| 7640 | Maps, atlases, charts, and globes |
| 7641 | Aeronautical maps, charts and geodetic products |
| 7642 | Hydrographic maps, charts and geodetic products |
| 7643 | Topographic maps, charts and geodetic products |
| 7644 | Digital maps, charts and geodetic products |
| 7650 | Drawings and specifications |
| 7660 | Sheet and book music |
| 7670 | Microfilm, processed |
| 7690 | Miscellaneous printed matter |
| 7710 | Musical instruments |
| 7720 | Musical instrument parts and accessories |
| 7730 | Phonographs, radios, and television sets: home type |
| 7735 | Parts and accessories of phonographs, radios, and television set |
| 7740 | Phonograph records |
| 7810 | Athletic and sporting equipment |
| 7820 | Games, toys, and wheeled goods |
| 7830 | Recreational and gymnastic equipment |
| 7910 | Floor polishers and vacuum cleaning equipment |
| 7920 | Brooms, brushes, mops, and sponges |
| 7930 | Cleaning and polishing compounds and preparations |
| 8010 | Paints, dopes, varnishes, and related products |
| 8020 | Paint and artists' brushes |
| 8030 | Preservative and sealing compounds |
| 8040 | Adhesives |
| 8105 | Bags and sacks |
| 8110 | Drums and cans |
| 8115 | Boxes, cartons, and crates |
| 8120 | Commercial and industrial gas cylinders |
| 8125 | Bottles and jars |
| 8130 | Reels and spools |
| 8135 | Packaging and packing bulk materials |
| 8140 | Ammunition and nuclear ordnance boxes, packages and special containers |
| 8145 | Specialized shipping and storage containers |
| 8305 | Textile fabrics |

| FSC | Description |
|------------|---|
| 8310 | Yarn and thread |
| 8315 | Notions and apparel findings |
| 8320 | Padding and stuffing materials |
| 8325 | Upr materials |
| 8330 | Leather |
| 8335 | Shoe findings and soling materials |
| 8340 | Tents and tarpaulins |
| 8345 | Flags and pennants |
| 8405 | Outerwear, men's |
| 8410 | Outerwear, women's |
| 8415 | Clothing, special purpose |
| 8420 | Underwear and nightwear, men's |
| 8425 | Underwear and nightwear, women's |
| 8430 | Footwear, men's |
| 8435 | Footwear, women's |
| 8440 | Hosiery, hand wear, and clothing accessories, men's |
| 8445 | Hosiery, hand wear, and clothing accessories, women's |
| 8450 | Children's and infants' apparel and accessories |
| 8455 | Badges and insignia |
| 8460 | Luggage |
| 8465 | Individual equipment |
| 8470 | Armor, personal |
| 8475 | Specialized flight clothing and accessories |
| 8510 | Perfumes, toilet preparations, and powders |
| 8520 | Toilet soap, shaving preparations, and dentifrices |
| 8530 | Personal toiletry articles |
| 8540 | Toiletry paper products |
| 8710 | Forage and feed |
| 8720 | Fertilizers |
| 8730 | Seeds and nursery stock |
| 8810 | Live animal, raised for food |
| 8820 | Live animal, not raised for food |
| 8905 | Meat poultry, and fish |
| 8910 | Dairy foods and eggs |
| 8915 | Fruits and vegetables |
| 8920 | Bakery and cereal products |
| 8925 | Sugar, confectionery, and nuts |
| 8930 | Jams, jellies, and preserves |
| 8935 | Soups and bouillons |

| FSC | Description |
|------------|--|
| 8940 | Special dietary foods and food specialty preparations |
| 8945 | Food, oils and fats |
| 8950 | Condiments and related products |
| 8955 | Coffee, tea, and cocoa |
| 8960 | Beverages, nonalcoholic |
| 8965 | Beverages, alcoholic |
| 8970 | Composite food packages |
| 8975 | Tobacco products |
| 9110 | Fuels, solid |
| 9130 | Liquid propellants and fuels, petroleum base |
| 9135 | Liquid propellant fuels and oxidizers, chemical base |
| 9140 | Fuel oils |
| 9150 | Oils and greases cutting, lubricating, and hydraulic |
| 9160 | Miscellaneous waxes, oils, and fats |
| 9310 | Paper and paperboard |
| 9320 | Rubber fabricated materials |
| 9330 | Plastics fabricated materials |
| 9340 | Glass fabricated materials |
| 9350 | Refractories and fire surfacing materials |
| 9390 | Miscellaneous fabricated nonmetallic materials |
| 9410 | Crude grades of plant materials |
| 9420 | Fibers: vegetable, animal, and synthetic |
| 9430 | Miscellaneous crude animal products, inedible |
| 9440 | Miscellaneous crude agricultural and forestry products |
| 9450 | Nonmetallic scrap, except textile |
| 9505 | Wire, nonelectrical |
| 9510 | Bars and rods |
| 9515 | Plate, sheet strip, foil, and leaf |
| 9520 | Structural shapes |
| 9525 | Wire, nonelectrical, nonferrous base metal |
| 9530 | Bars and rods, nonferrous base metal |
| 9535 | Plate, sheet, strip, and foil; nonferrous base metal |
| 9540 | Structural shapes, nonferrous base metal |
| 9545 | Plate, sheet, strip, foil, and wire: precious metal |
| 9610 | Ores |
| 9620 | Minerals, natural and synthetic |
| 9630 | Additive metal materials |
| 9640 | Iron and steel primary and semi finished products |
| 9650 | Nonferrous base metal refinery and intermediate forms |

| FSC | Description |
|------------|---|
| 9660 | Precious metals primary forms |
| 9670 | Iron and steel scrap |
| 9680 | Nonferrous scrap |
| 9905 | Signs, advertising displays, and identification plates |
| 9910 | Jewelry |
| 9915 | Collectors' and/or historical items |
| 9920 | Smokers' articles and matches |
| 9925 | Ecclesiastical equipment, furnishings, and supplies |
| 9930 | Memorials, cemeterial and mortuary equipment and supplies |
| 9999 | Miscellaneous items |

Appendix F: Report Status Definitions

| STATUS | DEFINITION |
|--------------------|---|
| INTERNAL | Your Item is within the Internal Screening Cycle. |
| TRANSFERRED | The Item was redistributed to an approved GSAXcess® customer during the Internal Screening Cycle. |
| EXCESS | Your Item is within the Excess Screening Cycle. |
| REUTIL | The item was re-utilized by an approved GSAXcess® customer during the Excess Screening Cycle. |
| DONATION | Your Item is within the Donation Screening Cycle. |
| DONATED | Your Item was donated to an authorized GSAXcess® customer during the Donation Screening Cycle. |
| SALE | Your Item is in the Sales Cycle to be sold by GSA. |