



U.S. General Services Administration

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

**User Guide For GSAXcess®
Agency Asset Management System (AAMS)
U.S. Department of Agriculture**

GSAXcess-AAMS-USDA-UG-01.00

July 2008

Table of Contents

ABOUT GSAXCESS®/AAMS	1
What is GSAXcess®/AAMS?	1
Who can use GSAXcess®/AAMS?	2
HOW TO PRINT AND/OR DOWNLOAD THIS DOCUMENT.....	3
To Print a Section (recommended)	3
To Download the Entire Document	3
HARDWARE AND SOFTWARE REQUIREMENTS.....	4
What do I need?	4
GSAXcess® Browser Trouble Shooting Guide?.....	5
GAINING ACCESS.....	6
How do I gain access to GSAXcess®?	6
What is the GSAXcess® website address?	7
NAVIGATING IN GSAXCESS®:	8
How do I navigate from field to field?.....	8
How do I delete an entry?	9
How do I print a GSAXcess® page?	10
LOG ON SCREENS AND MAIN MENU	11
How can I get to GSAXcess® quickly?.....	11
How do I connect with GSAXcess®? How do I logon?.....	12
After I log-on, what happens next?	14
GSAXcess® Practice Module	15
How do I access the Main Menu screen?.....	16
Report Property Menu	18
Search & Select Menu	18
AAMS Menu	18
User Maintenance Menu.....	18
How do the Help Screens work?	19
How do I navigate from screen to screen?	20

INTERNAL SCREENING BASICS 23

- What is Internal Screening? 23
- What are the time frames for Internal Screening? 24
- How do I format the Excess Release Date and Drop After Internal Screening? 25
- What happens after Internal Screening? 26

REPORTING PROPERTY 27

ON LINE PROPERTY REPORTING..... 27

- Where do I start? 27
- How do I get to the Property Reporting Function in GSAXcess®? 28
- Report Property Navigation?..... 31

CREATE PROPERTY REPORT 32

- How to Create A Property Report? 32
- How do I create new addresses in my personal address file? 36
- How do I retrieve previously entered addresses for my property report? 41
- How do I retrieve previously entered Contact Information for my property report?..... 44

PROPERTY DATA SCREEN OPTIONS 46

- Item Control Number 46
- Uploading Pictures 47
- FSC/NSN 48
- Vehicle Information 50
- Weapons List..... 51
- Computer Equipment 52
- Trailer Information..... 54
- Vessel Information 55
- Special Description Code and Text (Optional) 56
- Quantity 57
- Unit of Issue 58
- Original Acquisition Cost 59
- Fair Market Value 60
- Condition Code 61
- Hazardous..... 62

Demilitarization Code 63

Manufacturer, Make, and Model (Optional/Required) 64

Date Manufactured and Acquisition Date (Optional) 65

Flight Safety Critical Aircraft Parts (FSCAP Code) 66

Drop After Internal Screening..... 67

Excess Release Date..... 68

Surplus Release Date (Optional)..... 69

Property Description 70

What if I have more than one item for this property report? 71

How can I get a copy of my completed property report?..... 72

MODIFY PROPERTY REPORTS IN GSAXCESS® 73

 What if I need to change some of the data on my property report? 73

 How do I change property item information? 74

 What if I need to add more items to my property report? 77

REVIEW PROPERTY REPORTS..... 78

 How can I review my active property reports? 78

 How can I review my property reports by Item Control Number sequence? 80

 How can I review my property reports by Report Date and Item Control Sequence Number? 82

 How can I review my property reports by Report Number or Item Control Number Sequence? 84

DELETE PROPERTY REPORTS 85

 What if I need to delete my property report in Internal Screening?..... 85

 What if I need to delete my property report in GSAXcess®? 87

UPLOADING PICTURES..... 88

 How do I upload pictures? 88

USER MAINTENANCE 93

 How do I update my user information?..... 93

 How do I change my password? 95

 What if I forgot my password? 97

 Electronic Batch Method..... 99

BATCH PROPERTY REPORTING 100

 How do I report my property to GSAXcess®/AAMS via the Electronic Batch Method? 100

What method do I use to transmit my files to GSAXcess®/AAMS?	101
How do I set up the process for my first transmission?	102
How does the process work after the initial test?	103
What is the Drop File and when should I look for it?	104
SEARCHING FOR PROPERTY	105
Who can search for property?	105
What is searched?	106
When can I search for property?	107
Why is property searched?	108
How do I search for property on GSAXcess®/AAMS?	109
What screens will I see after I transmit my search criteria?	115
Single Line Freeze	115
Multiple Freeze	115
Should I search by the Federal Supply Class?	117
Global Search - How accurate must the noun name be?	119
Item Control No-- When should I use this search criterion?	123
Internal Screen Only – what is this and how do I know if an item is an Internal Screen Only?	125
Date Reported (= OR >)- How can this search help me?	126
Activity Address Code – Why use this code, and can I enter any AAC?	127
State - What advantages are there in using this search criterion?	128
Region – Why use this search criterion?	129
Condition Code – What is it and how can I use it?	130
Make/Manufacturer - What is it and what restrictions are there?	132
Model – Is this an edited field?	133
Acquisition Date (= OR >) - What is this and how must it be entered?	134
GSAXCESS®/AAMS WANT LIST	135
What is the “GSAXcess®/AAMS Want List” function?	135
How do I get to the AAMS Want List” function?	136
How do I use the AAMS Want List” function?	138
FREEZING PROPERTY.....	142
What does “freeze” mean?	142
Why freeze an item?	143

What is the overall freeze process? 144

How long will GSAXcess®/AAMS retain my freeze?..... 145

How many ways can I freeze property in GSAXcess®/AAMS? 146

SINGLE-LINE FREEZE 147

 What is a Single-Line Freeze? 147

 How do I do a Single-Line Freeze?..... 148

 How do I initiate another Single-Line Freeze? 155

 How do I correct an unsuccessful transmission? 156

MULTIPLE-LINE FREEZE 157

 What is a Multiple Line Freeze? 157

 How do I do a Multiple Line Freeze (Federal agency or non-Federal recipient)?..... 158

 How do I correct an unsuccessful Freeze? 161

 How do I inquire an item that I am freezing? 163

FREEZE DOCUMENTATION..... 165

 What kind of documentation is generated by Single and Multiple Line Freezes?..... 165

DELETE FREEZE TRANSACTIONS 168

 How do I delete “freeze” transactions? 168

 How do I know if my delete freeze was successful? 170

 How do I review freezes on additional pages of freeze items? 171

 What happens to your deleted freezes once you exit the system? 172

 Can I re-freeze a deleted freeze? 173

TRANSFER PROPERTY 174

 What is the Transfer Property function? 174

 How do I review my transfer orders?..... 175

 How do I review and transfer multiple frozen items?..... 176

 What happens when you can't satisfy all freezes? 180

 What if I need to change the quantity I transferred? 182

 How can I transfer a single item control number? 183

 Can I review the Ship To Address data before I transfer property?..... 184

APPENDIX A : DISPOSAL CONDITION CODE 185

APPENDIX B: DEMILITARIZATION CODE TABLE..... 186

APPENDIX C: STATE CODE TABLE 187

APPENDIX D: FLIGHT SAFETY CRITICAL AIRCRAFT PARTS TABLE (FSCAP)..... 188

APPENDIX E - FEDERAL SUPPLY CLASSES 189

APPENDIX F: REPORT STATUS DEFINITIONS 208

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 USDA personal property system development.

USDA 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, USDA 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 USDA activity to make informed, intelligent determinations by reviewing requests for the property and allocating the property to qualified USDA entities, e.g., USDA Headquarters/field offices, USDA 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 USDA.** AAMS provides USDA users the capability to screen USDA personal property in real time. Under AAMS, USDA personnel and contractors can screen USDA 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 (124 pages, 19 MB in size), click here:

[AAMS Users Guide Download](#)

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?<http://gsab0.fss.gsa.gov/fedsw/btsguide.htm> - Q02

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 Department of Commerce's Property Management [National Utilization Officer \(NUO\)](#).

The application should provide the name, telephone number, User ID, Password, Approving Official information 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?

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

How do I print a GSAXcess® page?

Saving 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 on the Printer icon to print the page or use other print commands found in your word processing software.
5. Print a Screen Directly From GSAXcess®
6. Click the print button on your browser to send the entire screen to the printer.
7. Some screens in GSAXcess® have a print button.

Log On Screens and Main Menu

How can I get to GSAXcess® quickly?

1. Set up a desktop shortcut to GSAXcess® by entering <http://GSAXcess.gov/> in your browser address bar.
2. Click Go. You will be directed to the GSAXcess® Homepage.
3. Right click your mouse and select Create Shortcut from the menu selection.

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

1. Select the GSA Web Site Address at: <http://GSAXcess.gov/> or click on your desktop shortcut icon.
2. Click on the GSAXcess® Login button for live production in the top right-hand corner of the GSAXcess® homepage or for GSAXcess® Practice.
3. 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 GSAXcess® U.S. General Services Administration
- Navigation Menu:** User Guides, FAQ, Program Links, Contact Links, GSAXcess® HelpDesk
- Central Content:**
 - Welcome to GSAXcess®** with a "Click Login Button to Login" prompt.
 - Image:** A yellow tractor.
 - Text:** "Welcome to GSAXcess.gov, the entry site for the Federal Excess Property Utilization Program and the Federal Surplus Property Donation Program operated by the General Services Administration. You must login to use GSAXcess® to search for available property or report property. This site is not intended for the general public."
 - If you are interested in learning more about the Computers For Learning program, please visit www.gsa.gov/cfl.
 - If you are interested in public sales of Government property, please visit [GSA Auctions@](#).
 - If you are interested in screening property located at the Defense Reutilization and Marketing Offices (DRMOs) prior to it rolling over to sales, please visit the [DRMS RTD2](#) site. RTD2 is the 2-day screening period that takes place after the GSA Allocation period is completed and the item is no longer visible in GSAXcess®. To request RTD2 property, you must contact the GSA Allocating Office where the property is located and provide the applicable Item Control Numbers (ICNs) for the property.
 - Recipient of 2004 [Miles Romney Achievement Award](#) for Innovation in Personal Property Management.
- 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® Entry Guidelines
 - GSAXcess® Training Presentations
 - CFL Training Presentations
 - Personal Property Disposition Newsletter
 - What's New
 - Utilization and Disposal Training
- Right Sidebar:**
 - GSAXcess® Login** with a "Login" button.
 - GSAXcess® HelpDesk** with contact number 1-866-333-7472.
 - CFL HelpDesk** with contact number 1-866-472-9161.
 - GSAXcess® Register** with instructions: "If you do not have an Access code but have a .gov or .mil email address, Register here. The system will assign you a generic access code that can be used to search our data base."
 - GSAXcess® Practice Home** with a link: "Click here to go to GSAXcess® Practice Home."
 - GSAXcess® Ask the Expert** with instructions: "If you have procedural questions about Property Disposal, email them to Ask The Expert."
 - CFL Ask the Expert** with instructions: "If you have procedural questions about the Computers for Learning program, email them to Ask The Expert."

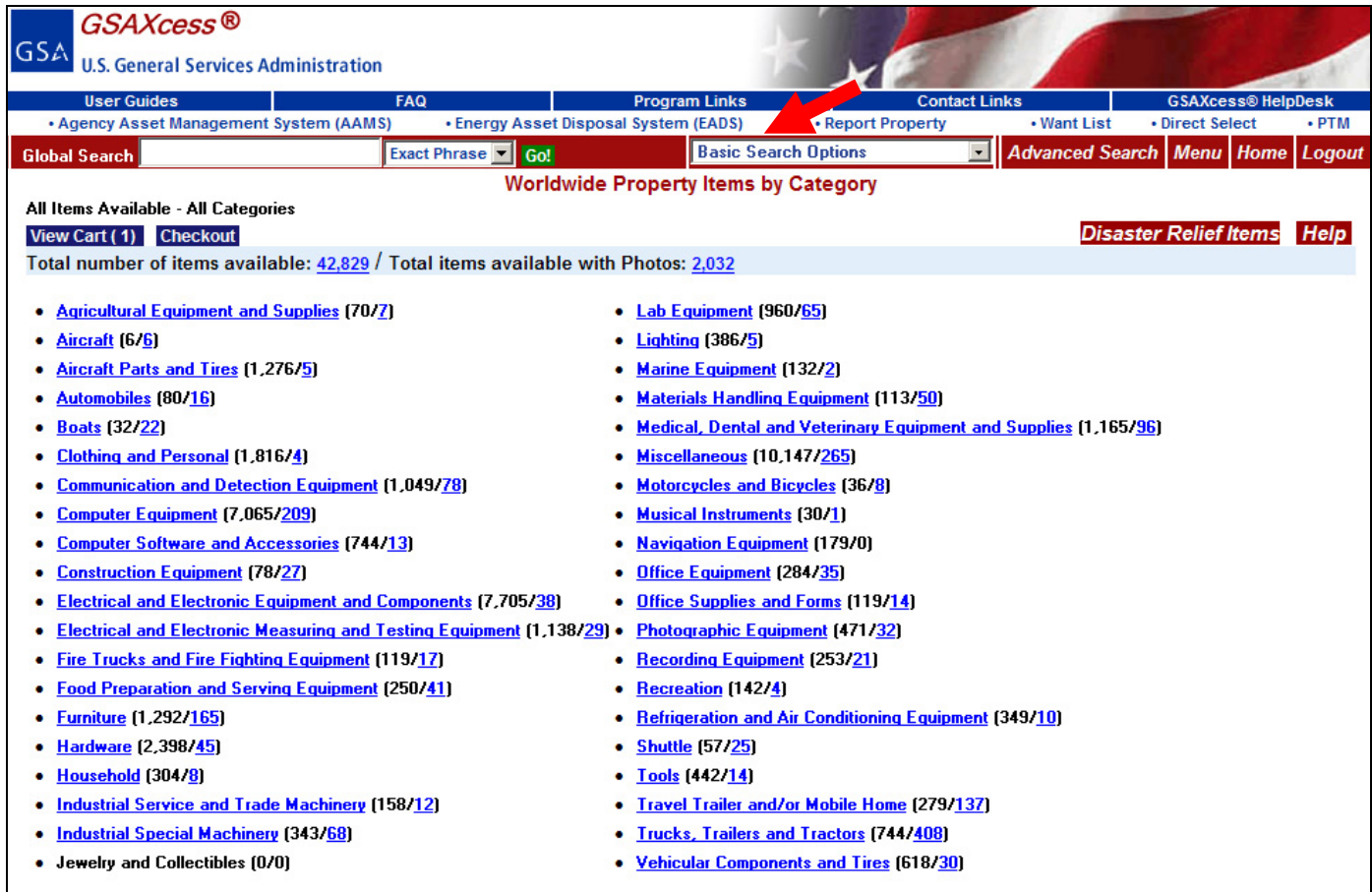
You will be directed to the GSAXcess® Production or Practice Login Screen.



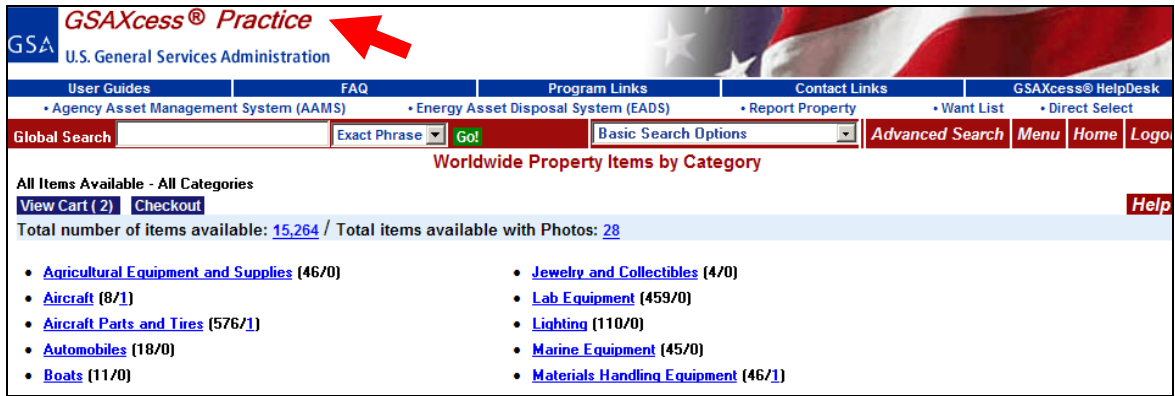
4. Enter your User ID and Password, and then click the LOGIN button.

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](#)”. You can also view Disaster Relief Items by clicking the red “Disaster Relief Items” button.



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 of all users to "practice" with real information. GSAXcess® users can practice without the fear that an unnecessary transaction might occur. 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. Remember! Practice makes perfect!

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 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.

GSAXcess® Main Menu

<p>Report Property Menu</p> <ul style="list-style-type: none"> Create Report Modify Report Review Report Delete Report (AAMS/EADS Only) Upload Pictures 	<p>Search & Select Menu</p> <ul style="list-style-type: none"> Search and Select Inquire Requests Change Requests Delete Requests Want List Items 	<p>CFL Functions Menu</p> <ul style="list-style-type: none"> View/Allocate Requested Items Confirm Allocations Transfer Change Allocation/Transfer School Search Resend School Transfer Order Post Transaction Module CFL Equipment Inquiry/Recall
<p>AAMS Menu</p> <ul style="list-style-type: none"> Search and Freeze Review and Transfer Multiple Items Transfer Single Item By Control No Delete Freezes Want List Items 	<p>State 3040 Menu</p> <ul style="list-style-type: none"> Create Data Report Delinquent Report Data Report Status 	<p>CFL User Maintenance Menu</p> <ul style="list-style-type: none"> CFL User Maintenance NCES Maintenance
<p>GSA Internal Menu</p> <ul style="list-style-type: none"> GSA Internal Functions 	<p>User Maintenance Menu</p> <ul style="list-style-type: none"> APO/NUO Help Desk Send Group Email Update Your Information Change Your Password 	<p>CFL Reports</p> <ul style="list-style-type: none"> Transfers to Schools & Non-Profits Transfers by Agency to Schools & Non-Profits

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.

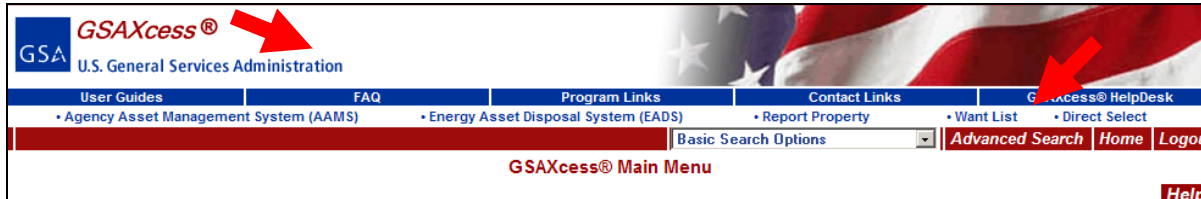
How do the Help Screens work?

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.

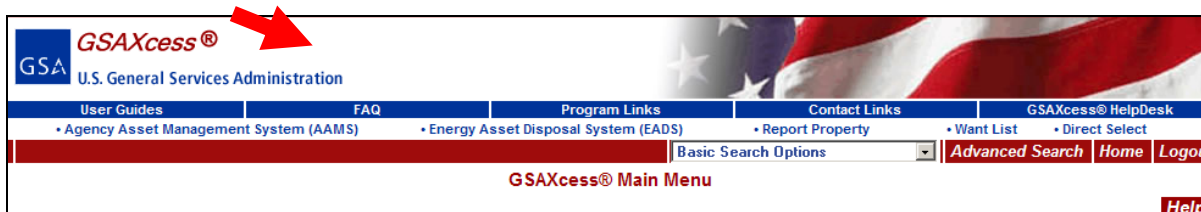
How do I navigate from screen to screen?

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.



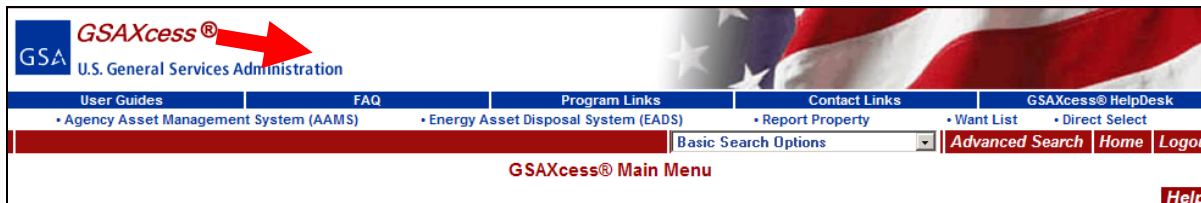
Common Option Buttons located in the Top Blue Bar at the Top of each GSAXcess® page:

- 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.



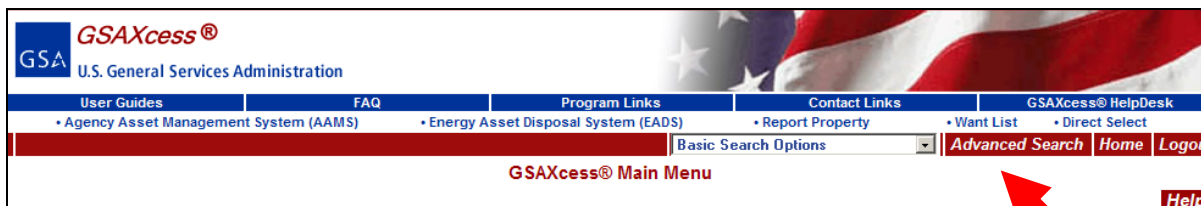
Option Buttons located in the Red Banner Bar at the Top of each GSAXcess® page:

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 Agriculture uses a screening period of 15 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 15 days). Property reported by a given USDA Activity Address Code can be screened and transferred to another USDA activity.

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

AAMS will compute the Excess Release Date by adding 15 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 • PTM

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

Worldwide Property Items by Category

All Items Available - All Categories
[View Cart \(1\)](#) [Checkout](#) [Disaster Relief Items](#) [Help](#)

Total number of items available: [42,829](#) / Total items available with Photos: [2,032](#)

- [Agricultural Equipment and Supplies \(70/7\)](#)
- [Aircraft \(6/6\)](#)
- [Aircraft Parts and Tires \(1,276/5\)](#)
- [Automobiles \(80/16\)](#)
- [Boats \(32/22\)](#)
- [Clothing and Personal \(1,816/4\)](#)
- [Communication and Detection Equipment \(1,049/78\)](#)
- [Computer Equipment \(7,065/209\)](#)
- [Computer Software and Accessories \(744/13\)](#)
- [Construction Equipment \(78/27\)](#)
- [Electrical and Electronic Equipment and Components \(7,705/38\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(1,138/29\)](#)
- [Fire Trucks and Fire Fighting Equipment \(119/17\)](#)
- [Food Preparation and Serving Equipment \(250/41\)](#)
- [Furniture \(1,292/165\)](#)
- [Hardware \(2,398/45\)](#)
- [Household \(304/8\)](#)
- [Industrial Service and Trade Machinery \(158/12\)](#)
- [Industrial Special Machinery \(343/68\)](#)
- [Jewelry and Collectibles \(0/0\)](#)
- [Lab Equipment \(960/65\)](#)
- [Lighting \(386/5\)](#)
- [Marine Equipment \(132/2\)](#)
- [Materials Handling Equipment \(113/50\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,165/96\)](#)
- [Miscellaneous \(10,147/265\)](#)
- [Motorcycles and Bicycles \(36/8\)](#)
- [Musical Instruments \(30/1\)](#)
- [Navigation Equipment \(179/0\)](#)
- [Office Equipment \(284/35\)](#)
- [Office Supplies and Forms \(119/14\)](#)
- [Photographic Equipment \(471/32\)](#)
- [Recording Equipment \(253/21\)](#)
- [Recreation \(142/4\)](#)
- [Refrigeration and Air Conditioning Equipment \(349/10\)](#)
- [Shuttle \(57/25\)](#)
- [Tools \(442/14\)](#)
- [Travel Trailer and/or Mobile Home \(279/137\)](#)
- [Trucks, Trailers and Tractors \(744/408\)](#)
- [Vehicular Components and Tires \(618/30\)](#)

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](#)

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 Equipment Inquiry/Recall](#)

CFL Reports

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

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

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 * 120208 - 8203 - [Upload Pictures](#)

Agency Bureau * 1205 Agricultural Research Service

[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 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

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.

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

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 * 120208 - 8203 - [] - [] [Upload Pictures](#)

Agency Bureau * 1205 Agricultural Research Service

[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 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 []

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 NUQ 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:	<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 Governmentwide 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.

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.

Select Reporting Agency Address

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

Submit

Fields marked with an asterisk * are required.

No Addresses Found -- Enter a New One

Search for: Reporting Agency ZIP: * 22221 - [] And Agency/Bureau : []

Previously Entered Reporting Agency Addresses

Add New Reporting Agency Address

Agency Name: * GENERAL SERVICES ADMINISTRATIC

Address Line1: 2200 CRYSTAL DRIVE

Address Line2: []

Agency City: * ARLINGTON State * VA

Submit

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.

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.

GENERAL SERVICES ADMINISTRATION

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

Agency Bureau * 4709 Federal Supply Service, All Other

[Reporting Agency Address *](#)

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

[Point of Contact *](#)

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

GENERAL SERVICES ADMINISTRATION

2200 CRYSTAL DRIVE

City ARLINGTON State VA ZIP 22221 - []

First Name [] Last Name []

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

Fax [] - [] - []

Email Address []

Notify Point of Contact when Available for Sale

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

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

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:		Email Address: nancy.jones@gsa.gov	
Fax Number: - -					

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

First Name NANCY Last Name JONES

Phone 703 - 605 - 9999 Extension

Fax - -

Email Address nancy.jones@gsa.gov

Notify Point of Contact when Available for Sale

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 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

Select Reporting Agency Address

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

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

Fields marked with an asterisk* are required.

Reporting Agency Addresses Found

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

Previously Entered Reporting Agency Addresses

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

Add New Reporting Agency Address

Agency Name:*

Address Line1:

Address Line2:

Agency City:* [State*](#)

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

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

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

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

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

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

Submit Page No: 1

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: * 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 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 text "Federal Supply Class" which is underlined and blue. Other fields include "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" (with radio buttons for New/Unused, Usable, Repairable, Salvage, Scrap), "Hazardous" (with radio buttons for No, Hazardous Material, Hazardous Waste), and "Flight Safety Critical Aircraft Part" (with radio buttons for 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 "Back" and "Help" buttons. Below them are "Submit", "Previous Page", and "Next Page" buttons. A red arrow points to the "Submit" button. There 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"). Below the search boxes is a table of FSCs and their descriptions.

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 for reporting vehicle information. The form is titled "GSAXcess® - Vehicle Information - Microsoft Internet Ex...". A red arrow points to the "Number of Cylinders" input field. The form includes the following fields and options:

- Federal Supply Class/National Stock Number: 2310
- National Item Identification Number (NIIN): [Empty]
- Item Name/Weapons List: [Empty]
- Special Description Code and Text: [Empty]
- Quantity: [Empty]
- Unit of Issue: [Empty]
- Original Acquisition Cost (per Unit): [Empty]
- Fair Market Value (per Unit): [Empty]
- Condition: [Empty]
- Hazardous: No Hazardous
- Flight Safety Critical Aircraft Part: Blank E
- Drop After Internal Screening: Yes No
- Demilitarization: [Empty]
- Manufacturer: [Empty]
- Date Manufactured: [Empty] (t)
- Make: [Empty]
- Acquisition Date: [Empty] (MM/DD/CCYY)
- Model: [Empty]
- Number of Cylinders: [Empty] (highlighted with a red arrow)
- Model Year: [Empty]
- Fuel Type: -Select Fuel Type- (dropdown)
- Body Style: -Select Body Style- (dropdown)
- Vehicle Identification Number: [Empty]
- Make: [Empty]
- Model: [Empty]
- Estimated Mileage: [Empty]
- Submit button

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)	<input type="text"/>
Appropriation or Fund To Be Reimbursed	<input type="text"/>
Agency Control Number	<input type="text"/>
Federal Supply Class/National Stock Number *	<input type="text"/> National Item Identification Number (NIIN) <input type="text"/>
Item Name/Weapons List *	<input type="text"/>
Special Description Code and Text	<input type="text"/>
Quantity *	<input type="text"/>

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

Reporting computer equipment with the Federal Supply Class codes of 7010, 7020, 7021, 7022, 7025, 7030, 7035, 7040, 7045, or 7050 the system will display additional reporting fields for computer equipment as shown in the example below:

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 FSC's 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 FSC's, 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 FSC's 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.

Options	Hardware Type	Equipment Type	Make
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 FSC's 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. Degaussing 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 form titled "Mobile Homes Information" with the following fields and options:

- Federal Supply Class/National Stock Number**: 2330
- National Item Identification Number (NIIN)**: [Empty]
- Special Instructions**:
 - Contractor Inventory
 - OverSeas Inventory
 - To be sold by GSA
- Make**: [Text Field]
- Model**: [Text Field]
- Model Year**: [Text Field]
- Vehicle Identification #**: [Text Field]
- Length (feet)**: [Text Field]
- Bar Code**: [Text Field]
- Trailer Type**:
 - Slide Out AND/OR
 - Awning OR
 - Neither
- Submit**: [Button]

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 contains the following fields and options:

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

A pop-up window is displayed over the form with the following content:

http://gsaxcess.gov - GSAXcess® - Boat Information - Microsoft Internet ...

You are reporting a vessel. Is this vessel 50 feet or over?

Yes No

Submit

Done Internet

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 *	GUNS, THROUGH 30 MM		
Special Description Code and Text	SER: <input type="text"/>	<input type="text"/>	
Quantity *	<input type="text"/>		
Unit of Issue *	<input type="text"/>		

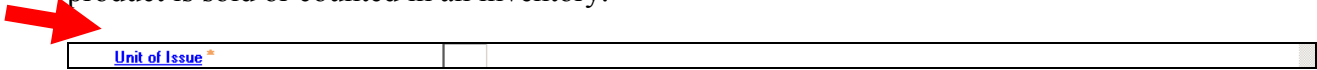
Federal Supply Class/National Stock Number *	1520	National Item Identification Number (NIIN)	<input type="text"/>
Item Name/Weapons List *	AIRCRAFT, ROTARY WING		
Special Description Code and Text	SER: <input type="text"/>	<input type="text"/>	
Quantity *	1		
Unit of Issue *	EA		

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) *	
--	--

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 <input type="radio"/>	Usable <input type="radio"/>	Repairable <input type="radio"/>	Salvage <input type="radio"/>	Scrap <input type="radio"/>
-------------	----------------------------------	------------------------------	----------------------------------	-------------------------------	-----------------------------

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 *	<input type="text"/>
--------------------	----------------------

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 <input checked="" type="radio"/>	E <input type="radio"/>	F <input type="radio"/>
---	--	-------------------------	-------------------------

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](#)
- [CFL Equipment Inquiry/Recall](#)

CFL Reports

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

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”.

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:

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](#)

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* 124431 - 8126 - 0002 - [Upload Pictures](#)

Agency Bureau* 1205 Agricultural Research Service

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

USDA, ARS, MSA
 P.O. BOX 225
 City: STONEVILLE State: MS ZIP: 38776

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

First Name: ERICA Last Name: JONES
 Phone: 662 - 686 - 5323 Extension:
 Fax: 662 - 686 - 5373
 Email Address: ERICA.JONES@ARS.USDA.GOV
 Notify Point of Contact when Available for Sale

[Property Location*](#)

USDA, ARS, NSDL
 411 S. DONAHUE DR.
 City: AUBURN State: AL ZIP: 36832

[Property Custodian*](#)

First Name: DEXTER Last Name: LAGRANDE
 Phone: 334 - 887 - 8596 Extension:

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.

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.

Fields marked with an asterisk* are required.

Property Item Record found -- Make Changes and Click Submit

Item Control Number* 124431 - 8126 - 0002 - [Upload Pictures](#)

Agency Bureau* 1205 Agricultural Research Service

Reporting Agency Address* USDA, ARS, MSA

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

City STONEVILLE State MS ZIP 38776 -

Point of Contact* First Name ERICA Last Name JONES

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

Phone 662 - 686 - 5323 Extension

Fax 662 - 686 - 5373

Email Address ERICA.JONES@ARS.USDA.GOV

Notify Point of Contact when Available for Sale

Property Location* USDA, ARS, NSDL

411 S. DONAHUE DR

City AUBURN State AL ZIP 36832 -

Property Custodian* First Name DEXTER Last Name LAGRAND

Phone 334 - 887 - 8596 Extension

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.

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](#)

Personal Property Report

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

Property Item record displayed

Property Report Number	1244318126 0002
Date Created	05/05/2008
Surplus Release Date	
Excess Release Date	05/20/2008
Condition	Usable
Original Quantity Reported	4
Quantity Available	4 EACH
Original Unit Acquisition Cost	850.00
Fair Market Value	0.00
Total Acquisition Cost	3,400.00
FSC/NIIN	5820
GSA Control No.	
Internal Drop Flag	Yes
FAS Center	GSA Sales
Exchange/Sale Item	No
Make	
Manufacturer	MOTOROLA
Date Manufactured:	01/01/1992
Date Acquisition:	04/01/1992
Item Name	HANDIE TALKIE RADIO
Model	MT1000

TO (Name and address of agency which report is made through)
S DEPARTMENT OF AGRICULTURE(USDA)
OFFICE OF PROCUREMENT AND PROPERTY
MAIL STOP 9304
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20250

FROM (Name and address of Reporting Agency)
USDA, ARS, MSA
P.O. BOX 225
STONEVILLE, MS-38776

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
124431 6019 0001	COPIER & NETWORK PRINTER	INTERNAL
124431 6079 0003	COMPUTER SYSTEM 18" DELL MONITOR	INTERNAL
124431 8126 0001	HANDHELD RADIO	INTERNAL
124431 8126 0002	HANDIE TALKIE RADIO	INTERNAL
124431 8126 0003	HANDIE TALKIE RADIO	INTERNAL
124431 8126 0004	RADIO MLSU241	INTERNAL

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. In the example above there are less than 50 property items. You can view the Personal Property Report by clicking on the blue hypertext Item Control Number. By clicking on 124431 8126 0002, the system displays the Personal Property Report below.



GSAXcess®
U.S. General Services Administration



[User Guides](#)

• Agency Asset Management System (AAMS)

[FAQ](#)

• Energy Asset Disposal System (EADS)

[Program Links](#)

• Report Property

[Contact Links](#)

• Want List

[GSAXcess® HelpDesk](#)

• Direct Select • PTM

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

Personal Property Report

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

Property Item record displayed

Property Report Number	1244318126 0002
Date Created	05/05/2008
Surplus Release Date	
Excess Release Date	05/20/2008
Condition	Usable
Original Quantity Reported	4
Quantity Available	4 EACH
Original Unit Acquisition Cost	850.00
Fair Market Value	0.00
Total Acquisition Cost	3,400.00
FSC/NIIN	5820
GSA Control No.	
Internal Drop Flag	Yes
FAS Center	GSA Sales
Exchange/Sale Item	No
Make	
Manufacturer	MOTOROLA
Date Manufactured:	01/01/1992
Date Acquisition:	04/01/1992
Item Name	HANDIE TALKIE RADIO
Model	MT1000

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

S DEPARTMENT OF AGRICULTURE(USDA)
OFFICE OF PROCUREMENT AND PROPERTY
MAIL STOP 9304
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20250

FROM (Name and address of Reporting Agency)

USDA, ARS, MSA
P.O. BOX 225
STONEVILLE, MS-38776

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 January 15th, 2008 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.

[Submit](#)

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 20080115 Page : 1

No more Property records available

Item Control Number	Noun Nomenclature	Status
124431 8126 0001	HANDHELD RADIO	INTERNAL
124431 8126 0002	HANDIE TALKIE RADIO	INTERNAL
124431 8126 0003	HANDIE TALKIE RADIO	INTERNAL
124431 8126 0004	RADIO MLSU241	INTERNAL

Status	Status Description
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).

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 028th day of 2008 with Serial Number beginning with 0001.

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 blue. 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', 'Post Transaction Module', and 'CFL Equipment Inquiry/Recall'. 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'. The 'CFL Reports' section includes 'Transfers to Schools & Non-Profits' and 'Transfers by Agency to Schools & Non-Profits'. A 'Help' button is visible in the top right corner.

The following Delete Property Report screen displays.

The screenshot shows the 'Delete Property Report' screen. At the top, there is a message: 'No more Property Items available'. Below this is a table with the following columns: 'Option', 'Item Control', 'Number', 'Noun Nomenclature', and 'Status'. The table contains one row of data:

Option	Item Control	Number	Noun Nomenclature	Status
<input type="checkbox"/>	1244318203	9999	ACCOUNTING AND CALCULATING MACHINES	INTERNAL

Below the table is a 'Delete' button. The page number 'Page : 1' is displayed in the top right corner. There are also 'Back' and 'Help' buttons in the top right corner.

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”.

The screenshot shows the GSAXcess web application interface. At the top left is the GSA logo and 'GSAXcess® U.S. General Services Administration'. A navigation bar contains links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this 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 set to 'Basic Search Options' with buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'Delete Property Report' and features a confirmation message: 'Delete successful -- 1 Records deleted'. Below the message is a table with columns for 'Option', 'Item Control', 'Number', 'Noun Nomenclature', and 'Status'. A 'Delete' button is visible at the bottom of the table area. On the right side, there are 'Back' and 'Help' buttons. The page number 'Page : 0' is also displayed.

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

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

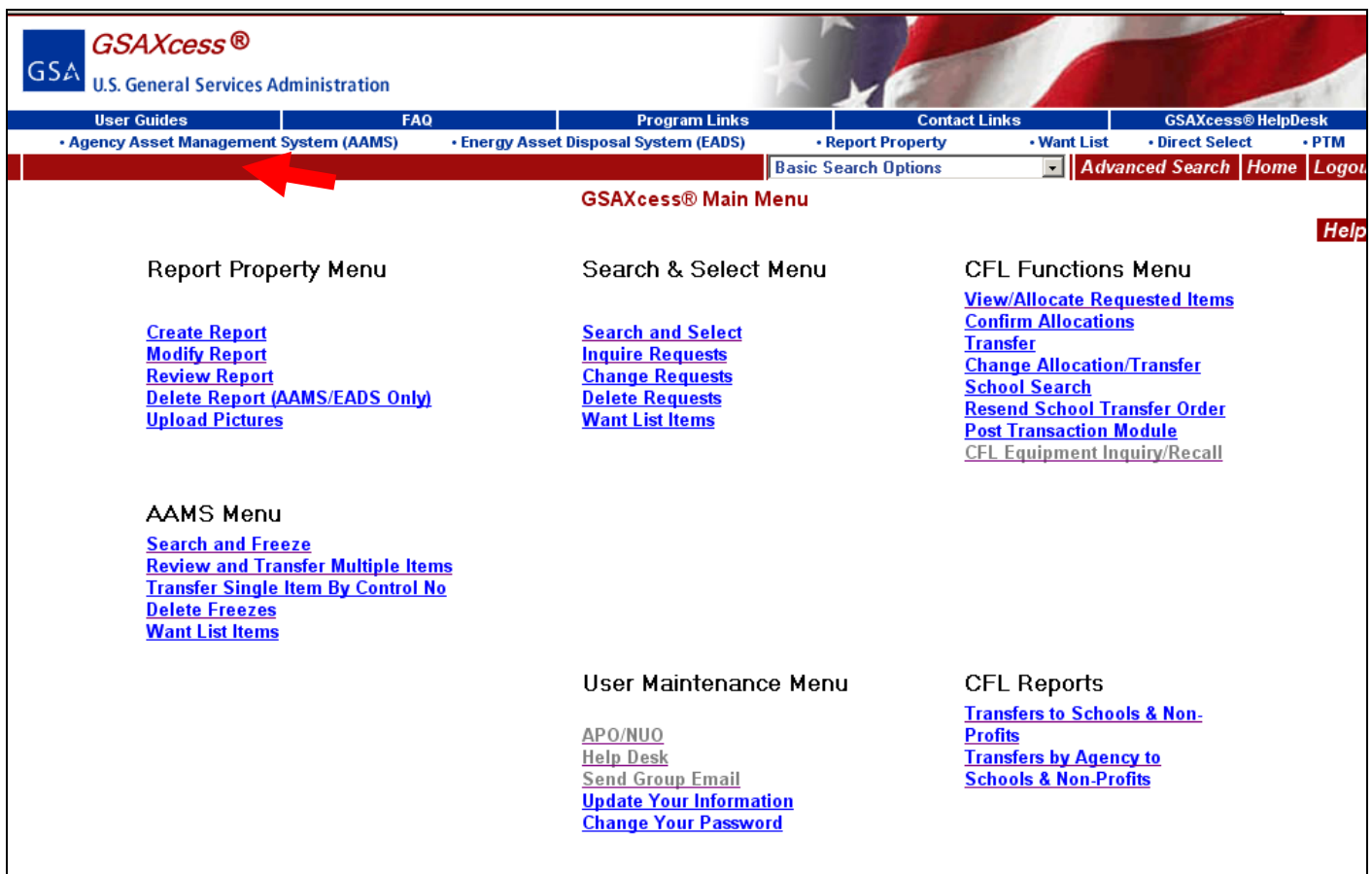
Uploading Pictures

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 Pictures](#) 


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.

[Browse...](#) 

[Upload](#) [Close](#) [Help](#)

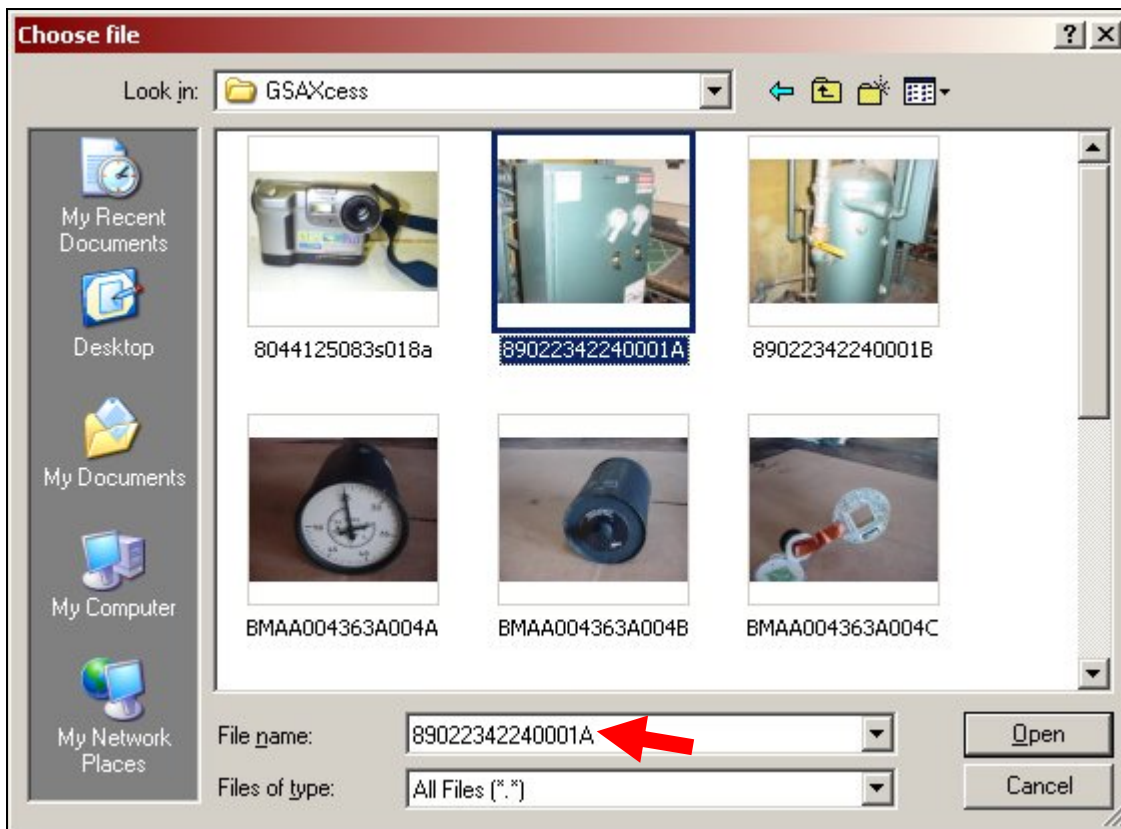
Please select file and upload

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.

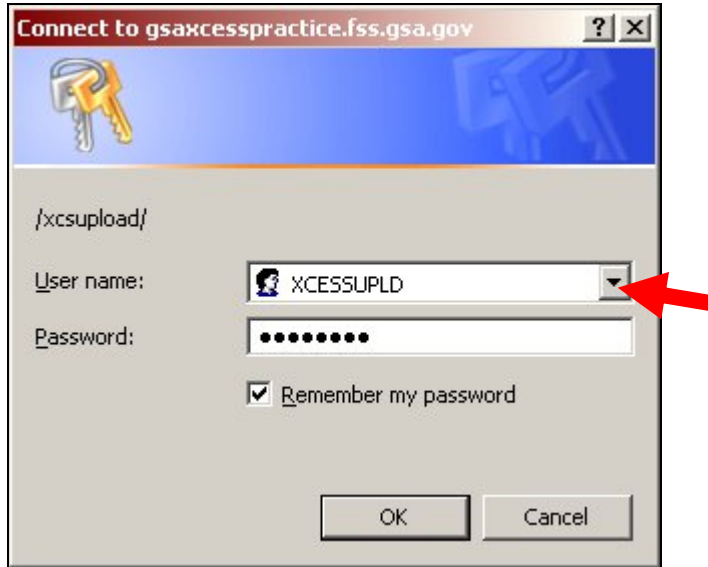
1. Select the Item Control Number with your mouse, then press CTRL+C to copy the Item Control Number to the clipboard (the clipboard is the place that copied text or images get temporarily stored).
2. Paste the Item Control Number into the existing item image filename to rename it by pressing CTRL+V.
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.

4. 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.
5. 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.



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



7. 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.

8. 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:

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.

The screenshot shows the GSAXcess® login page. At the top left is the GSA U.S. General Services Administration logo. A navigation bar contains links for User Guides, FAQ, Program Links, and Contact Links. Below this is a red banner with 'Home' and 'Welcome to GSAXcess®'. The main content area prompts the user to 'Enter Access code and Password then click 'Login' button' and features a 'GSAXcess® Practice Login' section with input fields for 'Access Code' and 'Password', and a 'Login' button. To the right, there are three sidebar boxes: 'GSAXcess® HelpDesk' (with phone number 1-866-333-7472), 'GSAXcess® Register' (with instructions on how to register), and 'GSAXcess® Home' (with a link to the home page). An error dialog box from Microsoft Internet Explorer is overlaid on the page, displaying a warning icon and the message: '**** Your Current Password has not been Changed ****'. A red arrow points to the 'OK' button in the dialog box.

Electronic Batch Method

This method is for USDA activities that have a high volume of property to report or for USDA 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 USDA (AAMS) employees and USDA 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 USDA'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, USDA 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® website interface. At the top left is the GSA logo and the text "GSAXcess® U.S. General Services Administration". A navigation bar contains links for "User Guides", "FAQ", "Program Links", "Contact Links", and "GSAXcess® HelpDesk". Below this is a secondary bar with "Agency Asset Management System (AAMS)", "Energy Asset Disposal System (EADS)", "Report Property", "Want List", "Direct Select", and "PTM". A search bar includes a "Global Search" input field, an "Exact Phrase" dropdown, 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". It shows "All Items Available - All Categories" and includes buttons for "View Cart (1)", "Checkout", "Disaster Relief Items", and "Help". A summary line states: "Total number of items available: 42,829 / Total items available with Photos: 2,032".

A list of property categories is displayed in two columns:

- [Agricultural Equipment and Supplies](#) (70/7)
- [Aircraft](#) (6/6)
- [Aircraft Parts and Tires](#) (1,276/5)
- [Automobiles](#) (80/16)
- [Boats](#) (32/22)
- [Clothing and Personal](#) (1,816/4)
- [Communication and Detection Equipment](#) (1,049/78)
- [Computer Equipment](#) (7,065/209)
- [Computer Software and Accessories](#) (744/13)
- [Construction Equipment](#) (78/27)
- [Electrical and Electronic Equipment and Components](#) (7,705/38)
- [Electrical and Electronic Measuring and Testing Equipment](#) (1,138/29)
- [Fire Trucks and Fire Fighting Equipment](#) (119/17)
- [Food Preparation and Serving Equipment](#) (250/41)
- [Furniture](#) (1,292/165)
- [Hardware](#) (2,398/45)
- [Household](#) (304/8)
- [Industrial Service and Trade Machinery](#) (158/12)
- [Industrial Special Machinery](#) (343/68)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (960/65)
- [Lighting](#) (386/5)
- [Marine Equipment](#) (132/2)
- [Materials Handling Equipment](#) (113/50)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,165/96)
- [Miscellaneous](#) (10,147/265)
- [Motorcycles and Bicycles](#) (36/8)
- [Musical Instruments](#) (30/1)
- [Navigation Equipment](#) (179/0)
- [Office Equipment](#) (284/35)
- [Office Supplies and Forms](#) (119/14)
- [Photographic Equipment](#) (471/32)
- [Recording Equipment](#) (253/21)
- [Recreation](#) (142/4)
- [Refrigeration and Air Conditioning Equipment](#) (349/10)
- [Shuttle](#) (57/25)
- [Tools](#) (442/14)
- [Travel Trailer and/or Mobile Home](#) (279/137)
- [Trucks, Trailers and Tractors](#) (744/408)
- [Vehicular Components and Tires](#) (618/30)

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

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 Equipment Inquiry/Recall](#)

CFL Reports


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

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


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.

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 more than 50 records that match your criteria and you have a Next Page 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



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

AAMS Property Search Results

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


Page: 1

13 records match your search criteria


Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
COMPUTER SEE DESC			NM	Usable	8	EACH	
COMPUTER CPU EXCLUSIVE M/N 137000 INTEL PENTIUM III			MT	Usable	1	EACH	
COMPUTER CPU NORTHERN COMPUTERS I INTEL PENTIUM IIIINC.			MT	Usable	1	EACH	
COMPUTER CPU VAIIOUS -SEE DESC INTEL PENTIUM III			NM	Usable	4	EACH	
COMPUTER CPU DELL DIMENSION 4600 INTEL PENTIUM III			GA	Usable	9	EACH	
COMPUTER LAPTOP SONY PCG-N505VX UNKNOWN			MO	Usable	1	EACH	1
COMPUTER MONITORS SEE DESC			NM	Usable	6	EACH	
COMPUTER MONITORS CRT STANDARD HP HPP1230			DE	Usable	12	EACH	
COMPUTER MONITORS CRT STANDARD HP P1230			OR	Usable	8	EACH	
COMPUTER PRINTERS SEE DESC			NM	Usable	6	EACH	
COMPUTER SCANNER SEE DESC			NM	Usable	2	EACH	
COMPUTER SYSTEM 18' DELL MONITOR			TN	Usable	1	EACH	1
COMPUTER WITH AN ULTRSCAN P780 MONITOR			IL	Usable	1	EACH	

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

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.



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 Item Data Sheet

[Freeze](#)



[Back](#)

[Help](#)

Item Control Number:	1243YK-8189-0001		
FSC/National Stock Number:	7021		
Noun Name:	COMPUTER CPU DELL DIMENSION 4600 INTEL PENTIUM III		
Quantity Available:	9 EACH	Freeze Quantity:	
Unit Price:	\$ 400.00	Acquisition Cost:	\$ 3600.00
Reporting Agency Name:	USDA, ARS, SAA		
POC:	VILMA RAMOS		
POC Phone:	706-546-3535 Ext:		
POC Fax:	706-546-3444		
POC Email:	VILMA.RAMOS@ARS.USDA.GOV		
Property Location:	USDA, ARS, SAA 950 COLLEGE STATION RD ATHENS, GA-30605		
Property Custodian:	VILMA RAMOS		
Custodian Phone:	706-546-3535 Ext:		
Custodian Fax:	706-546-3444		
Custodian Email:	VILMA_RAMOS@ARS.USDA.GOV		
Condition:	Usable	Make/Mfg:	DELL
Hazardous:	No	Part Number:	
Demilitarization:	No	Model:	DIMENSION 4600
Agency Control Number:	SC6601	Internal Screen Only:	No
Date Reported:	July 07, 2008	Agency Location Code:	12400001
Acquisition Date:	January 02, 2005	Excess Release Date:	July 22, 2008
Flight Safety Critical Aircraft Part:	No		
Item Description			
GROUP OF: ONE DELL COMPUTER DIMENSION 4600, LAPTOP ARMADA 4160T W/DOCKING STATION, FOUR PRINTERS (XEROX, HP, OKI), ORGANIZER PALM VII AND SPEAKERS.			



Additional Pictures -- Click to Enlarge


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.

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.

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 4

Freeze
Next
Page: 1

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
COMPUTER		MD		1		<input type="text"/>
COMPUTER R23RF-C2		MD		2		<input type="text"/>
COMPUTER SERVER,690QL-D9		MD		1		<input type="text"/>
COMPUTER SUNBLA 1000		MD		1		<input type="text"/>
COMPUTER 110T		MD		2		<input type="text"/>
COMPUTER E4600 UNKNOWN		MD		2		<input type="text"/>
COMPUTER GX260 UNKNOWN		MD		5		<input type="text"/>
COMPUTER G6333 UNKNOWN		MD		1		<input type="text"/>
COMPUTER MONITORS		OK		5		<input type="text"/>
COMPUTER NA UNKNOWN		MD		1		<input type="text"/>
COMPUTER NA UNKNOWN		MD		3		<input type="text"/>
COMPUTER SERVER, B401X-A9		MD		1		<input type="text"/>
COMPUTER SERVER, 691QL-C9		MD		1		<input type="text"/>
COMPUTER SN-B3AAA-R6 UNKNOWN		MD		1		<input type="text"/>
COMPUTER DISK DRIVE,LARGE SYSTEM, 210S POWERVAUL		MD		1		<input type="text"/>
COMPUTER SERVER, 680QL-C9		MD		1		<input type="text"/>
COMPUTER SERVER, 8505		MD		1		<input type="text"/>

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 ▾

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**

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

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
Go!
Basic Search Options
Advanced Search
Menu
Home
Logout

AAMS Property Search Results

[Back](#) [Hel](#)

FSC/NSN : 7025

Page: 1

[\[Next Page >>> \]](#)

More than 50 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
ADPE SYSTEM CONFIG. NEC STL			MD	Usable	1	EACH	
AUXILIARY PAPER FEEDER FOR PRINTER			MD	Usable	2	EACH	
BLACK LAPTOP BAGS			MD	Usable	6	EACH	
CD ROM WRITER			MD	Usable	1	EACH	
COLOR PRINTER			MD	Usable	1	EACH	1
COLOR PRINTER			MD	Usable	1	EACH	
COLOR PRINTER			MD	Repairable	1	EACH	
COLOR PRINTER/FAX			MD	Usable	1	EACH	
COMPUTER R23RF-C2			MD	Usable	2	EACH	
COMPUTER SERVER,690QL-D9			MD	Usable	1	EACH	
COMPUTER SUNBLA 1000			MD	Usable	1	EACH	
COMPUTER 110T			MD	Usable	2	EACH	
COMPUTER SERVER, B401X-A9			MD	Usable	1	EACH	
COMPUTER SERVER, 691QL-C9			MD	Usable	1	EACH	
COMPUTER DISK DRIVE,LARGE SYSTEM, 210S POWERVault			MD	Usable	1	EACH	
COMPUTER SERVER, 680QL-C9			MD	Usable	1	EACH	
COMPUTER SERVER, 8505			MD	Usable	1	EACH	
COMPUTER KEYBOARD NA			MD	Usable	5	EACH	
COMPUTER KEYBOARD NA			MD	Repairable	1	EACH	
COMPUTER KEYBOARD NA			MD	Usable	1	BOX	
COMPUTER KEYBOARD NA			MD	Repairable	1	BOX	
COMPUTER KEYBOARD RT7D00			MD	Repairable	1	EACH	
COMPUTER KEYBOARD SK-8110			MD	Repairable	1	EACH	
COMPUTER MONITORS CM751			MD	Usable	6	EACH	
COMPUTER MONITORS VCDTS21383			MD	Usable	1	EACH	
COMPUTER MONITORS 1701FP			MD	Usable	1	EACH	
COMPUTER MONITORS CRT FLAT PANEL DELL 1800FP			MD	Repairable	1	EACH	

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 USDA database. This same Global Search function is also available in GSAXcess® but it does not search in the USDA 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

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 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”.

Back
Help

Search
Single Freeze
Multiple Freeze

No records found

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

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

[Back](#) [Hel](#)

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

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

Global Search:

Item Name Keyword Any Word

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 returns 9 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.

The screenshot shows the GSAXcess AAMS Property Search Results page. The search criteria are 'KODAK CAMERA' with the search type set to 'Any Word'. The results table shows 9 records matching the criteria.

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
CAMERA			MD	Repairable	1	EACH	
DIGITAL CAMERA W/CASE			MD	Usable	1	EACH	
PORTABLE VIDEO CAMERA			MD	Usable	1	EACH	
SLIDE PROJECTOR			MD	Usable	1	EACH	
SUPER GRAPHIC 4X5 CAMERA			MD	Repairable	1	EACH	
120/220MM FILM CAMERA			MD	Usable	1	EACH	
35MM FILM CAMERA			MD	Usable	1	EACH	
35MM FILM CAMERA			MD	Usable	1	EACH	
35MM FILM CAMERA			MD	Usable	2	EACH	

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 screenshot shows the GSAXcess AAMS Property Search form. The search criteria are 'KODAK CAMERA' with the search type set to 'Any Word'. The form includes fields for Global Search, Primary Search Criterion, and Secondary Criteria.

Global Search: Item Name Keyword: KODAK CAMERA, Any Word

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: []

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 133KFU-8016-B001 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 [Back](#) [Hel](#)

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 124431 - 8126 - 0002
 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 May 20, 2008.



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 Item Data Sheet

Freeze
Back
Help

Item Control Number:	124431-8126-0002		
FSC/National Stock Number:	5820		
Noun Name:	HANDIE TALKIE RADIO		
Quantity Available:	4 EACH	Freeze Quantity:	4
Unit Price:	\$ 850.00	Acquisition Cost:	\$ 3400.00
Reporting Agency Name:	USDA, ARS, MSA		
PDC:	ERICA JONES		
PDC Phone:	662-686-5323 Ext:		
PDC Fax:	662-686-5373		
PDC Email:	ERICA.JONES@ARS.USDA.GOV		
Property Location:	USDA, ARS, NSDL 411 S. DONAHUE DR AUBURN , AL-36832		
Property Custodian:	DEXTER LAGRAND		
Custodian Phone:	334-887-8596 Ext:		
Custodian Fax:	334-887-8597		
Custodian Email:	DEXTER.LAGRAND@ARS.USDA.GOV		
Condition:	Usable	Make/Mfg:	MOTOROLA
Hazardous:	No	Part Number:	
Demilitarization:	No	Model:	MT1000
Agency Control Number:		Internal Screen Only:	Yes
Date Reported:	May 05, 2008	Agency Location Code:	
Acquisition Date:	April 01, 1992	Excess Release Date:	May 20, 2008
Flight Safety Critical Aircraft Part:	No		
Item Description	CHARGERS INCLUDED, BATTERIES NEED REPLACED.		

Picture Not Available

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

“Internal Screen Only” USDA property items may only be screened by USDA personnel and USDA 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 USDA authority.

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

Excess property is reported by USDA 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 is a navigation bar with links for '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 'Back' and 'Hel' button. The search criteria are organized into three sections:

- Global Search:** Includes an 'Item Name Keyword' field.
- Choose One Primary Search Criterion:** Includes fields for 'Federal Supply Group/ Class', 'National I', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)(= OR >)' (set to '01/29/2007'), 'Activity Address Code', 'State', and 'Region'.
- Choose one or Several Secondary Criteria:** Includes fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region', 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)'.

A calendar pop-up is open over the 'Date Reported' field in the primary criteria section, showing the month of January 2007 with the 29th selected. At the bottom of the form, there are 'Search', 'Single Freeze', and 'Multiple Freeze' buttons. The footer contains 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?

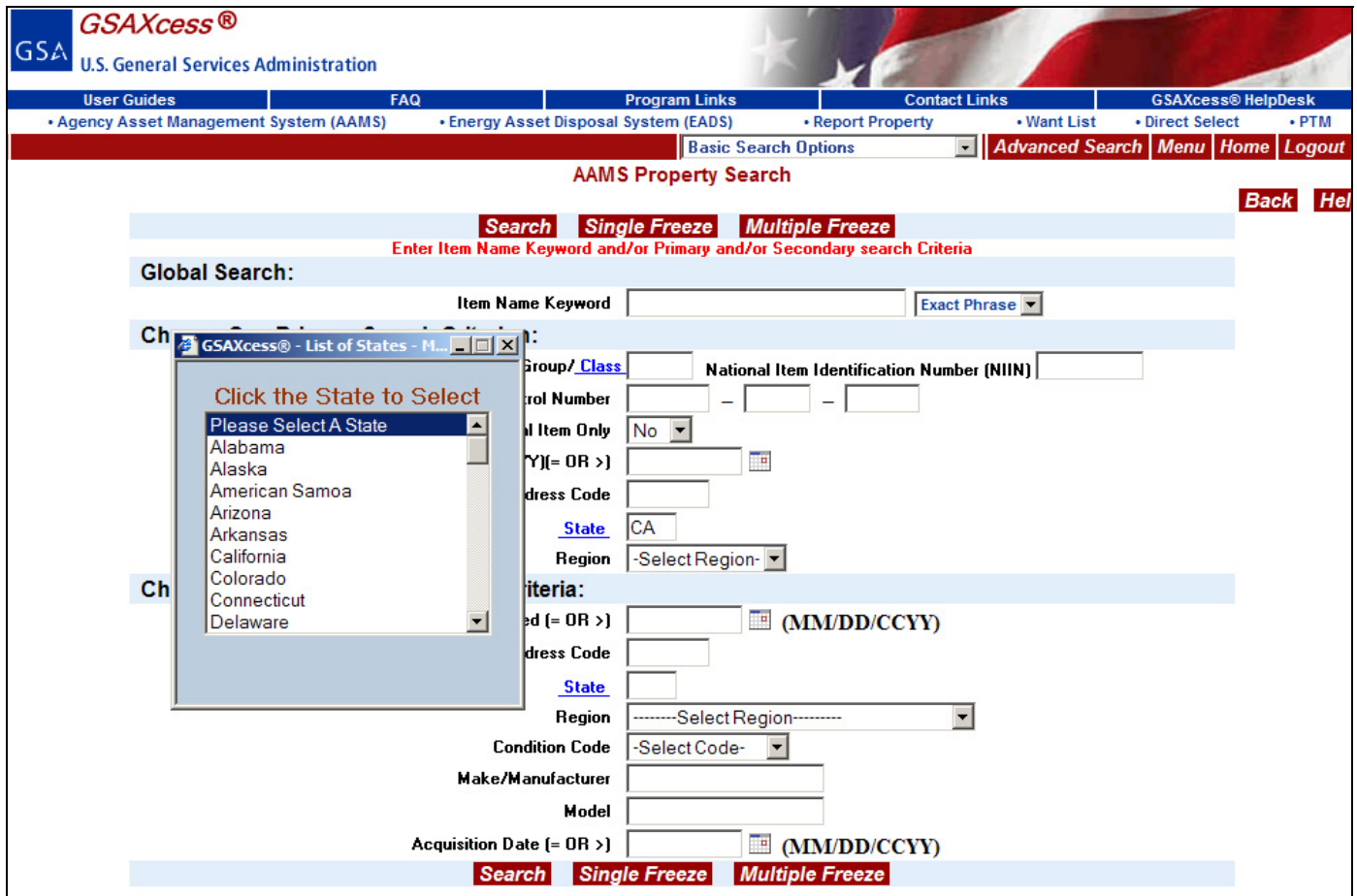
An Activity Address Code (AAC) is a six-character code that identifies a particular government activity. Activity Address Code can be used as a search criterion by USDA activities that know specific USDA activities have desirable property. Like the Date Reported field, Activity Address Code must be identified 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 USDA, "12" is the Agency Code.

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

State can be used as a search criterion by USDA 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 USDA 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 links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, a secondary navigation bar includes '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 buttons for 'Search', 'Single Freeze', and 'Multiple Freeze'. A prompt asks the user to 'Enter Item Name Keyword and/or Primary and/or Secondary search Criteria'. The 'Global Search' section contains an 'Item Name Keyword' field and an 'Exact Phrase' dropdown. 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' (a dropdown menu currently showing '-Select Region-'). The 'Choose one or Several Secondary Criteria' section includes 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region' (a dropdown menu currently showing '5 - Region 5'), 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)' (with a calendar icon and '(MM/DD/CCYY)' label). At the bottom, there 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, “7025” 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 links for '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 'Basic Search Options' dropdown menu and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The search form is divided 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' (containing '7025'), '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'; and 'Choose one or Several Secondary Criteria:' with fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region', 'Condition Code' (set to '4 - Usable'), 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)'. At the bottom of the form 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”.



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
Basic Search Options
Advanced Search
Menu
Home
Logout

AAMS Property Search Results

FSC/NSN : 7025
Back Hel

Page: 1

[\[Next Page >>> \]](#)

More than 50 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
ADPE SYSTEM CONFIG. NEC STL			MD	Usable	1	EACH	
AUXILIARY PAPER FEEDER FOR PRINTER			MD	Usable	2	EACH	
BLACK LAPTOP BAGS			MD	Usable	6	EACH	
CD ROM WRITER			MD	Usable	1	EACH	
COLOR PRINTER			MD	Usable	1	EACH	1
COLOR PRINTER			MD	Usable	1	EACH	
COLOR PRINTER/FAX			MD	Usable	1	EACH	
COMPUTER R23RF-C2			MD	Usable	2	EACH	
COMPUTER SERVER.690QL-D9			MD	Usable	1	EACH	
COMPUTER SUNBLA 1000			MD	Usable	1	EACH	
COMPUTER 110T			MD	Usable	2	EACH	
COMPUTER SERVER. B401X-A9			MD	Usable	1	EACH	
COMPUTER SERVER. 691QL-C9			MD	Usable	1	EACH	
COMPUTER DISK DRIVE.LARGE. SYSTEM. 210S POWERVault			MD	Usable	1	EACH	
COMPUTER SERVER. 680QL-C9			MD	Usable	1	EACH	
COMPUTER SERVER. 8505			MD	Usable	1	EACH	
COMPUTER KEYBOARD NA			MD	Usable	5	EACH	
COMPUTER KEYBOARD NA			MD	Usable	1	BOX	
COMPUTER MONITORS CM751			MD	Usable	6	EACH	
COMPUTER MONITORS VCDTS21383			MD	Usable	1	EACH	
COMPUTER MONITORS 1701FP			MD	Usable	1	EACH	
COMPUTER MONITORS CRT STANDARD VRC21-WA			MD	Usable	1	EACH	
COMPUTER MONITORS CRT STANDARD DELL C4170A			MD	Usable	1	EACH	
COMPUTER MONITORS CRT STANDARD DELL E771P			MD	Usable	2	EACH	
COMPUTER MONITORS CRT STANDARD DELL NA			MD	Usable	1	EACH	
COMPUTER MONITORS CRT STANDARD DELL NA			MD	Usable	1	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 USDA 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 navigation bar with the following sections: User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this, 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 menu area is titled 'GSAXcess® Main Menu' and contains several sections:


- 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 Equipment Inquiry/Recall](#)
- CFL Reports:**
 - [Transfers to Schools & Non-Profits](#)
 - [Transfers by Agency to Schools & Non-Profits](#)

A 'Help' button is visible in the top right corner of the main menu area.

The following Want Item List screen is displayed 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

Global Search
Exact Phrase
Basic Search Options
Advanced Search
Menu
Home
Logout

Want Item List

Name: JOHN COMMERCE
Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet

No Want List Items Found

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
Add/Change Want List Item							
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> FSC <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> NIIN <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Item Name <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Search with <input type="button" value="Exact Phrase"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Minimum Condition Code <input type="button" value="Blank"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> State <input type="text"/> State <input type="text"/> State <input type="text"/> State <input type="text"/> State <input type="text"/> State <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Expiration Date <input type="text"/> </div>							

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: JOHN COMMERCE	Email: NANCY.BROTHERTON@GSA.GOV
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:

Want Item List

Name: JOHN COMMERCE Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet [Change](#)

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	07/29/2008	Change Delete

Add/Change Want List Item

FSC:

NIIN:

Item Name:

Search with:

Minimum Condition Code:

State:

Expiration Date:

[Submit](#)

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:

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

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
		COMPUTER	Exact Phrase	Repairable	OH State KY State IN State State State	07/27/2008	

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 USDA 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 "Lab" in the Global Search Item Name Keyword field 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 secondary navigation bar includes '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 features a search bar with three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'. The search criteria are organized into sections: 'Global Search' with an 'Item Name Keyword' field containing 'LAB' 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 '-Select Code-'), 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)'. At the bottom of the search area, 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 8 records that matched your search criteria.

The screenshot shows the GSAXcess interface with a search for 'LAB'. The search results table is as follows:

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
MISCELLANEOUS SOILS LAB EQUIPMENT			OR	Usable	1	LOT	1
TURBIDIMETER			WA	Usable	1	EACH	

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 property items that match your search criteria. It also shows that there are 2 laboratory property items that are available for freezing. One competing freezes have been placed for one of these property items because there is a stated freeze quantity in the Freeze Quantity column. The AAMS Property Search Results screen shows you the State the property is located in, if there are pictures available of the item designated by a camera icon, and if the property is reimbursable. In this case, all of the items are designated as usable.

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.

The screenshot shows the GSAXcess interface with a search for 'LAB'. The search results table is as follows:

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 TYEST SYSTEM		X	AZ	Repairable	2	EACH	
CATH LAB DATA SYSTEM			TN	Usable	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:

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 Basic Search Options Menu Home Logout


AAMS Property Search Results [Back](#) [Help](#)

Date Added :01292005 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	

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



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 Item Data Sheet

Freeze
Back
Help

Item Control Number: 1204H1-8169-MAL26
FSC/National Stock Number: 6640
Noun Name: MISCELLANEOUS SOILS LAB EQUIPMENT
Quantity Available: 1 LOT **Freeze Quantity:** 1
Unit Price: \$ 100.00 **Acquisition Cost:** \$ 100.00

Reporting Agency Name: MALHEUR NATIONAL FOREST
POC: TEE VOIGT
POC Phone: 541-575-3350 Ext:
POC Fax: 541-575-3015
POC Email: TVOIGT@FS.FED.US


Property Location: MALHEUR NF COMPOUND
 155 GOVERNMENT RD
 JOHN DAY , OR-97845

Property Custodian: TEE VOIGT
Custodian Phone: 541-575-3350 Ext:
Custodian Fax: 541-575-3015
Custodian Email: TVOIGT@FS.FED.US

Condition: Usable **Make/Mfg:** UNKNOWN
Hazardous: No **Part Number:**
Demilitarization: No **Model:** UNKNOWN
Agency Control Number: **Internal Screen Only:** No
Date Reported: June 17, 2008 **Agency Location Code:**
Acquisition Date: **Excess Release Date:** July 02, 2008

Flight Safety Critical Aircraft Part: No

Item Description
 INCLUDES HOT PLATE, PANS, SCOOPS, FUNNELS, BRUSHES, AND OTHER MISCELLANEOUS ITEMS. CONDITION VARIES.



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 condition code of this item is scrap, but in the property description it says needs repair. 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.

The screenshot shows 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 is a search bar with a 'Global Search' button and a 'Go!' button. The main content area is titled 'AAMS User Data Screen' and contains several sections:

- Item Information:** Noun Name: MISCELLANEOUS SOILS LAB EQUIPMENT; Item Control Number: 1204H1 - 8169 - MAL26; Quantity Available: 1.
- Activity Information:** Activity Address Code: 124431; Freeze Activity First Name: JOHN; Middle Initial: ; Last Name: USDA; Freeze Quantity: (input field).
- Telephone Information:** Telephone Number: 703 605 2885; Extension: (input field).
- Approving Official's Data:**
 - First Name: JOHN; Middle Initial: ; Last Name: USDA
 - Room Number: 300
 - Email Address: NANCY.BROTHERTON@GSA.GOV
 - Fax Number: 703 605 2885
 - ATTENTION LINE: (input field)
 - Ship To Address: (input field)

Buttons for 'Freeze', 'Back', and 'Help' are visible throughout the interface.

You have decided to freeze "1" out of the "1" available property items. 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 "1", but the quantity available for freezing will still be "1". 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.

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 Basic Search Options

AAMS Item Data Sheet

Freeze Successful

Item Control Number:	1204H1-8169-MAL26
FSC/National Stock Number:	6640
Noun Name:	MISCELLANEOUS SOILS LAB EQUIPMENT
Quantity Available:	1 LOT Freeze Quantity: 2
Unit Price:	\$ 100.00 Acquisition Cost: \$ 100.00
Reporting Agency Name:	MALHEUR NATIONAL FOREST
POC:	TEE VOIGT
POC Phone:	541-575-3350 Ext:
POC Fax:	541-575-3015
POC Email:	TVOIGT@FS.FED.US
Property Location:	MALHEUR NF COMPOUND 155 GOVERNMENT RD JOHN DAY , OR-97845
Property Custodian:	TEE VOIGT
Custodian Phone:	541-575-3350 Ext:
Custodian Fax:	541-575-3015
Custodian Email:	TVOIGT@FS.FED.US
Condition:	Usable Make/Mfg: UNKNOWN
Hazardous:	No Part Number:
Demilitarization:	No Model: UNKNOWN
Agency Control Number:	Internal Screen Only: No
Date Reported:	June 17, 2008 Agency Location Code:
Acquisition Date:	Excess Release Date: July 02, 2008
Flight Safety Critical Aircraft Part:	No

Item Description
INCLUDES HOT PLATE, PANS, SCOOPS, FUNNELS, BRUSHES, AND OTHER MISCELLANEOUS ITEMS. CONDITION VARIES.

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 1. As shown below on the AAMS Property Search Results screen, the value of the Freeze Quantity is 1.

Note that the item viewed has been bolded and the color has changed indicating that you have viewed this property in this session.

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: LAB | 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
MISCELLANEOUS SOILS LAB EQUIPMENT			OR	Usable	1	LOT	2
TURBIDIMETER			WA	Usable	1	EACH	

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

It should be noted that even when you have successfully completed a freeze, an incorrect E-mail address or 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 "GPS" in the Global Search Item Name Keyword field 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.

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.

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
GPS POSITION SYSTEM(10F2CASES)		MD		2		<input type="text"/>
GPS POSITION SYSTEM(10F2CASES)		MD		2		<input type="text"/>
GPS POSITION SYSTEM(20F2CASES)ACCESSORIES		MD		4		<input type="text"/>

In the above illustration, the Global Search Field Noun Name is “GPS” and the no Primary or Secondary Search Fields were selected. 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.

AAMS Multiple Line Freeze List

NOUN : GPS

Freeze Page: 1

No more records available

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
GPS POSITION SYSTEM(10F2CASES)		MD		2		<input type="text" value="1"/>
GPS POSITION SYSTEM(10F2CASES)		MD		2		<input type="text"/>
GPS POSITION SYSTEM(20F2CASES)ACCESSORIES		MD		4		<input type="text" value="2"/>

Freeze

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. 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 1 and Line Item 3 were successfully frozen.

AAMS Multiple Line Freeze List

NOUN : GPS

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
Freeze Successful		MD		2	1	<input type="text"/>
GPS POSITION SYSTEM(10F2CASES)		MD		2		<input type="text"/>
Freeze Successful		MD		4	2	<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 Available). 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		<input type="text"/>	
Freeze quantity > Available quantity		CO		1		<input type="text" value="4"/>	
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 SXX7		CO		1		<input type="text"/>	
COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D		CO		1		<input type="text"/>	

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 SXX7		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.

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 SEE DESC		NM		8		<input type="text"/>
COMPUTER SEE DESC UNKNOWN		NM		8		<input type="text"/>
COMPUTER CPU EXCLUSIVE M/N 137000 INTEL PENTIUM I		MT		1		<input type="text"/>
COMPUTER CPU NORTHERN COMPUTERS I INTEL PENTIUM I		MT		1		<input type="text"/>
COMPUTER CPU VAIIOUS -SEE DESC INTEL PENTIUM III		NM		4		<input type="text"/>
COMPUTER CPU DELL DIMENSION 4600 INTEL PENTIUM III		GA		9		<input type="text"/>
COMPUTER LAPTOP SONY PCG-N505VX UNKNOWN		MO		1	1	<input type="text"/>
COMPUTER MONITORS SEE DESC		NM		6		<input type="text"/>
COMPUTER MONITORS CRT STANDARD HP HPP1230		DE		12		<input type="text"/>
COMPUTER MONITORS CRT STANDARD HP P1230		OR		8		<input type="text"/>
COMPUTER PRINTERS SEE DESC		NM		6		<input type="text"/>
COMPUTER PRINTERS INKJET BLACK HP 1000C		CO		7		<input type="text"/>
COMPUTER PRINTERS INKJET BLACK HP 8150 ND		CO		8		<input type="text"/>
COMPUTER PRINTERS LASER BLACK HP C3150A		CO		1		<input type="text"/>
COMPUTER PRINTERS LASER BLACK HP C4110A		CO		2		<input type="text"/>

After you clicked on the Computer Desc hypertext, the system displays the AAMS Item Data Sheet for that property as illustrated 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

Global Search

Exact Phrase

Go!

Basic Search Options

Advanced Search

Menu

Home

Logout

AAMS Item Data Sheet

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

Item Control Number:	1283L0-8192-0088		
FSC/National Stock Number:	7025		
Noun Name:	COMPUTER SEE DESC		
Quantity Available:	8 EACH	Freeze Quantity:	
Unit Price:	\$ 60.00	Acquisition Cost:	\$ 480.00
Reporting Agency Name:	USDA ARS ADMIN OFFICE		
POC:	ELIZABETH KNOLL		
POC Phone:	575-646-6317 Ext:		
POC Fax:	575-646-3458		
POC Email:	EKNOLL@NMSU.EDU		
Property Location:	USDA ARS JORNADA EXPERIMENTAL RANGE 2995 KNOX STREET; WOOTON HALL LAS CRUCES , NM-88003		
Property Custodian:	VALERIE LAPLANTE		
Custodian Phone:	575-646-6317 Ext:		
Custodian Fax:	575-646-3458		
Custodian Email:	VLAPLANT@NMSU.EDU		
Condition:	Usable	Make/Mfg:	OTHER
Hazardous:	No	Part Number:	
Demilitarization:	No	Model:	SEE DESC
Agency Control Number:		Internal Screen Only:	No
Date Reported:	July 10, 2008	Agency Location Code:	
Acquisition Date:		Excess Release Date:	July 25, 2008
Flight Safety Critical Aircraft Part:	No		
Item Description			
MOUSE LOGITECH TRACKMAN MARBLE + S/N:LZE94703365 MODEL:T-CL13 KEYBOARD DELL QUIETKEY S/N:371719AL2149 MODEL:TH KEYBOARD DELL STANDARD S/N:TH-025PGG-37171 MODEL:RT7D00 KEYBOARD GATEWAY 2000 S/N:000003811 3FB MODEL:2194002-XX-XXX ACQ.DATE:10/18/1995 KEYBOARD SET BELKIN WIRELESS KEYBOARD & MOUSE S/N:312000935 MODEL:90102ABH02 DOCKING STATION GATEWAY S/N:HD398351800 MODEL:MD2+ SPEAKERS HARMAN/KARDON MULTIMEDIA SYSTEM HK-195 S/N:B HK195-01 SPEAKERS BOSTON BA265 S/N:746318 MODEL:WH1203004AN			

Picture Not Available

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 USDA 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@USDA.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.

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](#)

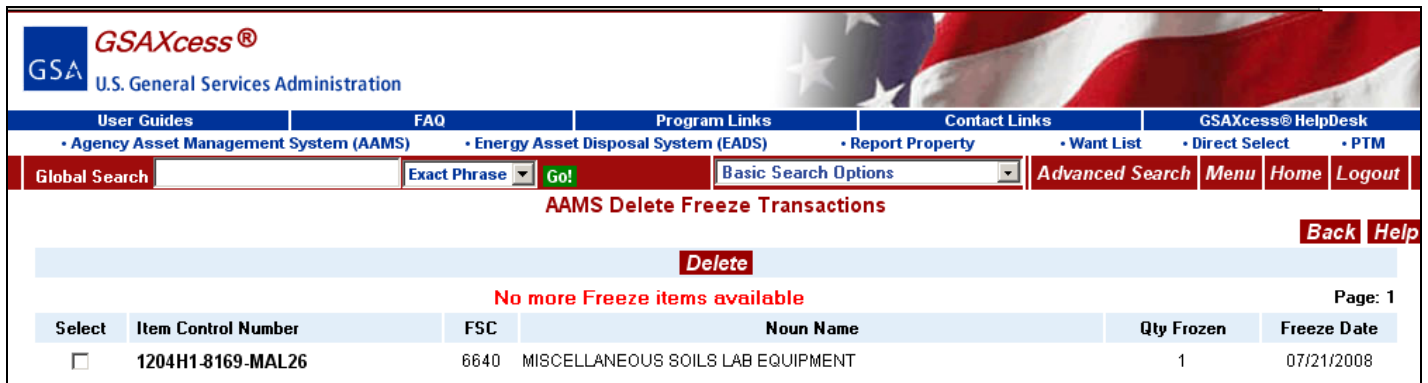
CFL Functions Menu

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

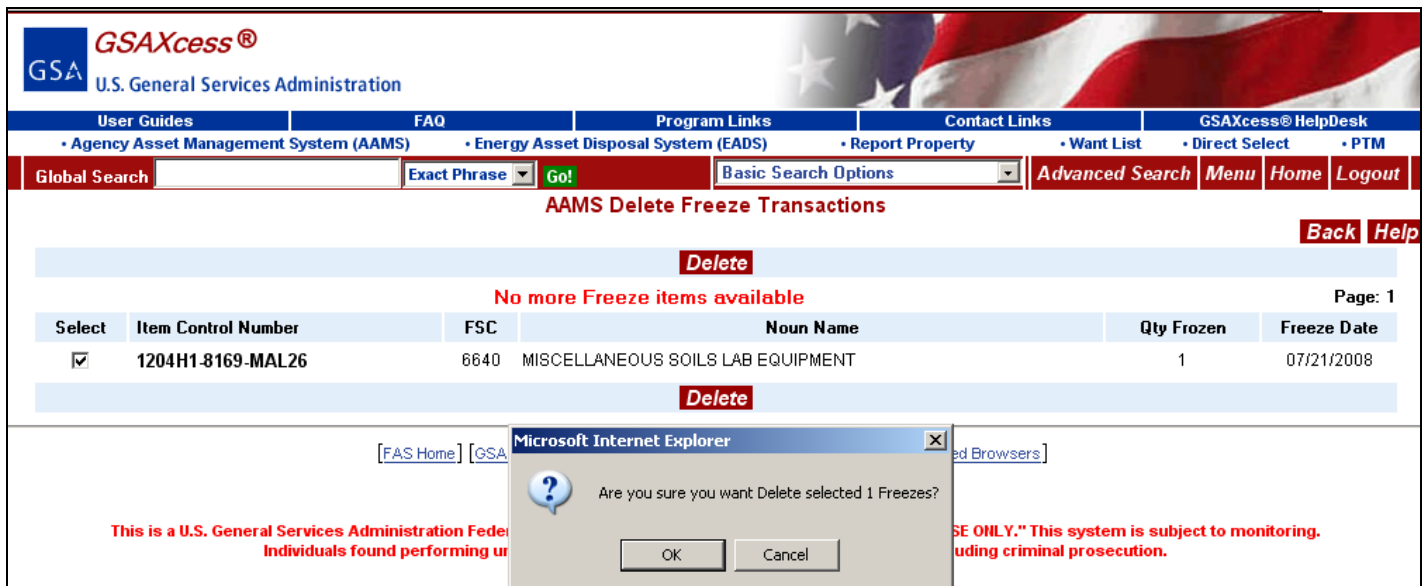
CFL Reports

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

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 133109-8136-E001 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, “1 Freeze Item Deleted” 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” or “XX Freeze Item(s) Deleted as shown below.

The screenshot shows the GSAXcess interface for AAMS Delete Freeze Transactions. 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 set to 'Exact Phrase', and a 'Go!' button. To the right of the search bar are links for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'AAMS Delete Freeze Transactions' and features a 'Delete' button. Below the title, a red message states 'No more records to delete'. To the right of this message, it says 'Page: 1'. Below the message is a table with the following columns: 'Select', 'Item Control Number', 'FSC', 'Noun Name', 'Qty Frozen', and 'Freeze Date'. The table contains one row with a checkbox in the 'Select' column, '--' in the 'Item Control Number' column, and '0' in the 'Qty Frozen' column. Below the table, there is another 'Delete' button.

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 USDA activity during the USDA 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?

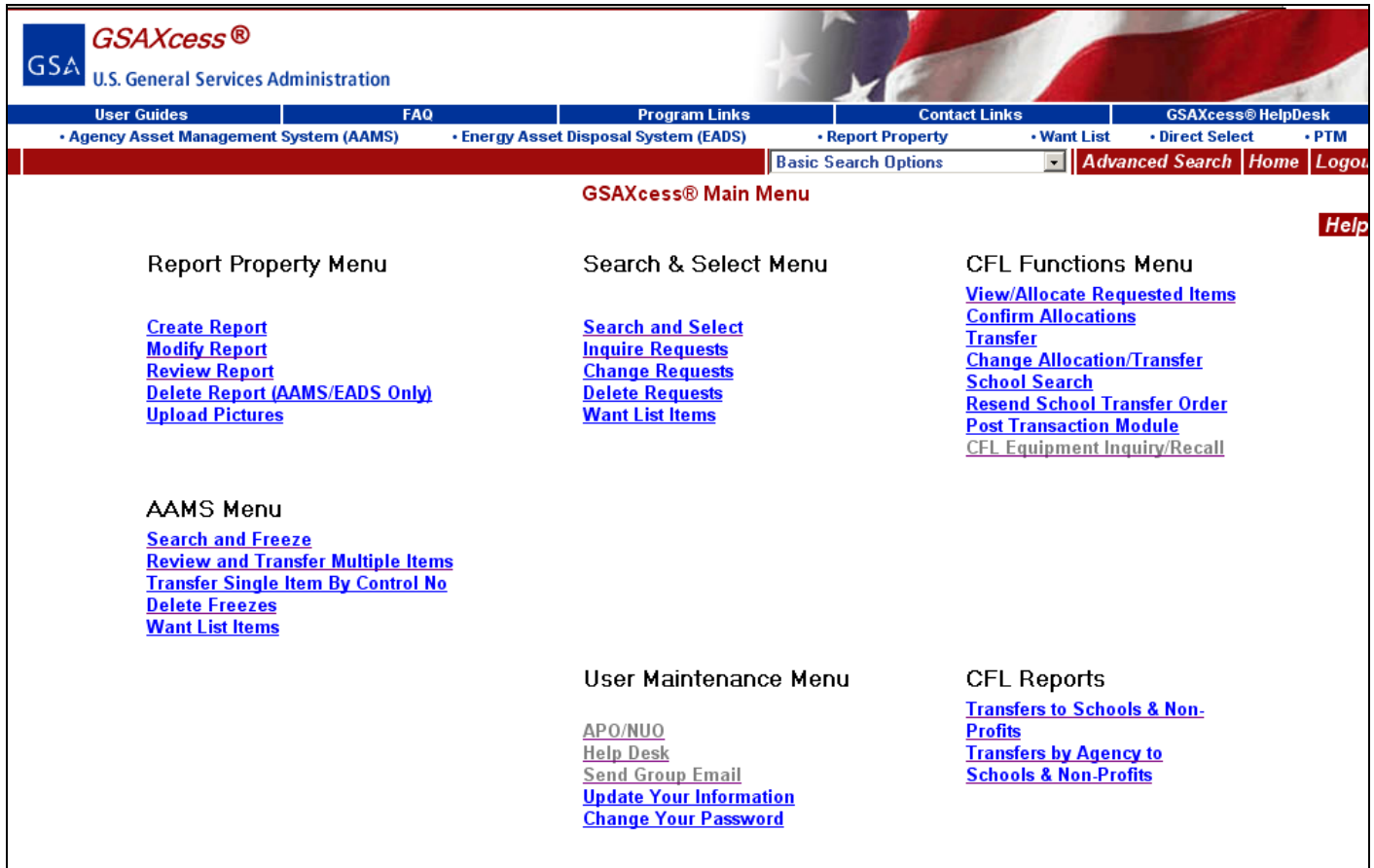
USDA activities who freeze property will receive transfer orders via electronic mail or fax. The system sends the transfer order to the approving official at the unit that created the freeze. The approving official forwards the transfer order via electronic mail if acceptable or signs the transfer order 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 website 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 and a 'Go!' button. The main content area is titled 'Worldwide Property Items by Category' and lists various categories of items available for purchase, such as Agricultural Equipment and Supplies, Aircraft, Automobiles, Boats, etc. A pop-up message is displayed over the page, stating: '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 pop-up message is titled 'https://gsaxcesspractice.fss.gsa.gov/fedsweb/fedsblog...' and has a close button in the top right corner.

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 USDA 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.

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 Basic Search Options

AAMS Review and Transfer Multiple Frozen Items

No more Freeze Records Page: 1

Item Control Number	Quantity Available	Total Frozen	Qty To Transfer	Item Name/Message
124431-6019-0001	1	1	<input type="text"/>	COPIER & NETWORK PRINTER
124431-6079-0003	1	1	<input type="text"/>	COMPUTER SYSTEM 18" DELL MONITOR
124431-8126-0001	6	6	<input type="text"/>	HANDHELD RADIO
124431-8126-0002	4	4	<input type="text"/>	HANDIE TALKIE RADIO
124431-8126-0003	3	3	<input type="text"/>	HANDIE TALKIE RADIO
124431-8126-0004	1	1	<input type="text"/>	RADIO MLSU241

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 USDA 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.

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

AAMS Evaluate Competing Freezes [Back](#) [Help](#)

Item Control Number: 124431 - 8126 - 0001 Page: 1
 Noun Name: HANDHELD RADIO Quantity Available: 6

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

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
EDWARDS WILLIAM	05/12/2008	6	<input type="text"/>		

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

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

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

AAMS User Transfer Data [Back](#) [Help](#)

Item Control Number: 124431 - 8126 - 0001 Available Quantity: 6
 Freeze Activity Address Code: 1236WW Freeze Quantity : 6
 Name: EDWARDS WILLIAM Transfer Quantity :
 Telephone Number: 609 698 5702 Phone Extension :

Approving Official's Data

Name: POLASKY JAN Room Number:
 Email Address: JPOLASKY@FS.FED.US Fax Number : 610 557 4144
 Attention Line:

Ship to Address: USDA FS FEPP
 FIRE MANAGEMENT
 11 CAMPUS BOULEVARD SUITE 200
 NEWTOWN SQUARE PA 19073

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.

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

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 Equipment Inquiry/Recall](#)

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 6 and the total frozen is 18 for ICN: 124431-8126-0001.

GSAXcess® Practice
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 [Menu](#) [Home](#) [Logout](#)

AAMS Review and Transfer Multiple Frozen Items [Back](#) [Hel](#)

Transfer

No more Freeze Records Page: 1

Item Control Number	Quantity Available	Total Frozen	Qty To Transfer	Item Name/Message
124431-6019-0001	1	1	<input type="text"/>	COPIER & NETWORK PRINTER
124431-6079-0003	1	1	<input type="text"/>	COMPUTER SYSTEM 18" DELL MONITOR
124431-8126-0001	6	18	<input type="text"/>	HANDHELD RADIO
124431-8126-0002	4	4	<input type="text"/>	HANDIE TALKIE RADIO
124431-8126-0003	3	3	<input type="text"/>	HANDIE TALKIE RADIO
124431-8126-0004	1	1	<input type="text"/>	RADIO MLSU241

Transfer

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:

GSAXcess® Practice
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

AAMS Evaluate Competing Freezes

Item Control Number: 124431 - 8126 - 0001 Page: 1
 Noun Name: HANDHELD RADIO Quantity Available: 6

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
USDA JOHN	07/22/2008	6	<input type="text"/>		
BROTHERTON NANCY	07/22/2008	6	<input type="text"/>		

Enter the amount you want to award and click the red “Transfer” button. 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.

GSAXcess® Practice
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

AAMS Evaluate Competing Freezes

Item Control Number: 124431 - 8126 - 0001 Page: 1
 Noun Name: HANDHELD RADIO Quantity Available:

Press the required button for further action

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
TRANSFERRED	07/22/2008		<input type="text" value="3"/>	07/22/2008	3
TRANSFERRED	07/22/2008		<input type="text" value="3"/>	07/22/2008	3

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 3 property items to line #1 and #2. You really only wanted to award line #2 a quantity of 4 and none to line #1.

You must deny the transfer by entering a zero or blank in the quantity to transfer in line #1 and type over the quantity of 3 with a 4 in Line #2 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.

AAMS Evaluate Competing Freezes

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

Item Control Number: 124431 - 8126 - 0001 Page: 1

Noun Name: HANDHELD RADIO Quantity Available: 2

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

Press the required button for further action

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<u>TRANSFER QTY CHANGED</u>	07/22/2008		<input type="text"/>	07/22/2008	
<u>TRANSFER QTY CHANGED</u>	07/22/2008		<input type="text" value="4"/>	07/22/2008	4

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

After you click the red “Transfer” button, the system redisplay the screen with the corrected Transfer Quantity. The Quantity Available was also adjusted to two because you had six available, minus 4.

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.

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](#)
- [CFL Equipment Inquiry/Recall](#)

CFL Reports

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

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.

AAMS Evaluate Competing Freezes

Item Control Number: 124431 - 8126 - 0001

Noun Name: HANDHELD RADIO

Quantity Available: 2

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

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
USDA JOHN	07/22/2008			07/22/2008	
BROTHERTON NANCY	07/22/2008		4	07/22/2008	4

[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

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

Item Control Number: 124431 - - Page: 1

Noun Name: HANDHELD RADIO Quantity Available: 2

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

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
USDA JOHN	07/22/2008		<input type="text"/>	07/22/2008	
BROTHERTON NANCY	07/22/2008		4 <input type="text"/>	07/22/2008	4

[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

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

Item Control Number	124431 - 8126 - 0001	Available Quantity:	2
Freeze Activity Address Code	124431	Freeze Quantity :	
Name	USDA JOHN	Transfer Quantity :	
Telephone Number:	703 605 2885	Phone Extension :	

Approving Official's Data

Name	USDA JOHN	Room Number:	300
Email Address	NANCY.BROTHERTON@GSA.GOV	Fax Number :	703 605 2885
Attention Line			
Ship to Address	USDA ARS MSA MGMT STAFF EXPERIMENT STATION ROAD STONEVILLE MS 38776		

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

FSC	Description
1265	Fire control transmitting and receiving equipment, except ai
1270	Aircraft gunnery fire control components
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

FSC	Description
1425	Guided missile systems, complete
1427	Guided missile subsystems
1430	Guided missile remote control systems
1440	Launchers, guided missile
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
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

FSC	Description
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
6920	Armament training devices
6930	Operation training devices
6940	Communication training devices
7010	Adpe system configuration

FSC	Description
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
7530	Stationery and record forms

FSC	Description
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

FSC	Description
8305	Textile fabrics
8310	Yam and thread
8315	Notions and apparel findings
8320	Padding and stuffing materials
8325	Ur 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

FSC	Description
8920	Bakery and cereal products
8925	Sugar, confectionery, and nuts
8930	Jams, jellies, and preserves
8935	Soups and bouillons
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

FSC	Description
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
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.