CFL Instructions for Property Managers

For agency processing, CFL transactions will be completed in GSAXcess®

GSAXcess®
GSA U.S. General Services Administration

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Welcome to GSAXcess®
Click Login Button to Login

Special Notification!
Travel trailers and mobile homes are now being reported as excess property by FEMA.

For the immediate future, to assist FEMA in expediting removal of this property, we will be relying on special on-site screenings of this property. The trailers and mobile homes currently listed in GSAXcess® will be the only ones offered in the system for the time being.

Public sales of FEMA April trailers are being conducted at GSA Auctions®.

On-Site Screenings for April:

3-4	Selma, AL
4-5	Fort Pickett, VA
10-11	Carnes, MS
11-12	Hope, AR
17-18	Madison, IN
25-26	Fort Worth, TX

Federal screening/transfer is the first day!!! You MUST RSVP attendance at the Special Screening by sending an email to the designated contact (see below).

This page will be updated as additional on-site screenings are scheduled.

General questions concerning the disposal of FEMA trailers and mobile homes can be sent to trailers@gsa.gov. Please indicate the State or location of your interest in the subject line so the appropriate GSA contact can respond.

- Excess Personal Property Transfers to Federal Agencies
- Property Donations Through State Agencies for Surplus Property
- Area Property Officers
- National Utilization Officer Contacts
- Personal Property Management Offices
- GSAXcess® Browser Troubleshooting Guide
- What's New

GSAXcess® Login
Login

GSAXcess® HelpDesk
GSAXcess® HelpDesk 1-866-333-7472.

GSAXcess® Register
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
Click here to go to GSAXcess® Practice Home.

What is GSAXcess®? A web application for processing excess and surplus property (www.gsaxcess.gov)

GSA's computer system for recording, tracking and controlling the worldwide inventory of excess and surplus property of the Federal government

Log-in:

- GSAXcess® assigned
  - -Register 'Search Only'
  - -APO
  - -NUO
  - -GSA Property Management
  - -Division Central Office
  - -SASP Directors
- Password
  - - User assigns

(Exception 'Search Only' predetermined)

On-line Registration:

- Convenient
- Search only
- Cannot report or acquire property
- Must have a .gov or .mil email address
- Notified by email of generic access code/password

GSAXcess®
U.S. General Services Administration

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GSAXcess® User Registration

In order to get a Generic Access code to GSAXcess®, you need to submit the information below. The system will then send you the Access code and password by email

Back | Help

Enter your name and email address to get Access code

User Information

Fields marked with an asterisk * are required.

First Name*	DENISE
Last Name*	HICKS
Email Address*	DENISE.HICKS@GSA.GOV
Confirm Email Address*	DENISE.HICKS@GSA.GOv

Submit

[FSS Home] [GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Supported Browsers]

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Access Code Request

For Computers for Learning, only federal civilian agencies will be addressed in this set of instructions. Property Managers/IT manager who only participating in CFL will now need a GSAXcess® code. GSA Area Property Officers can grant access codes to agencies not prohibited by their NUO.

Points of Contact to Gain Access

What must federal agencies do to grant access to GSAXcess®?

• Agency National Utilization Officer (NUO) must request by email or on official agency letter head the ability to grant access directly to authorized users with their agency.

• Request must be sent to GSA Central Office Property Management Division.

• Requests must contain:
- User name
- Permission Level – report or acquire property
- Mailing address
- Phone
- Email address
- Activity Address Code

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NUO's Responsibilities

• Grant direct access to agency or bureau authorized users.

• Have visibility of all users with access to system within the agency or bureau.

• Have ability to delete and make changes to user records.

• Have ability to send "Group Email" to users.

Access Granted Only Agency/Bureau

• U.S. Air Force's Civil Air Patrol
• U.S. Bureau of Land Management
• U.S. Bureau of Prisons
• U.S. Bureau of Reclamation
• U.S. Coast Guard
• U.S. Department of Agriculture
• U.S. Department of Energy
• U.S. Fish and Wildlife Services
• U.S. National Park Service, and
• U.S. Marshals Service

GSAXcess®
GSA U.S. General Services Administration

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

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

Worldwide Property Items by Category

All Items Available - All Categories

Help

Total number of items available: 57,417 / Total items available with Photos: 1,461

- Agricultural Equipment and Supplies (88/9)
- Aircraft (0/0)
- Aircraft Parts and Tires (1,758/45)
- Automobiles (72/39)
- Boats (24/12)
- Clothing and Personal (3,596/1)
- Communication and Detection Equipment (2,573/69)
- Computer Equipment (7,096/160)
- Computer Software and Accessories (865/7)
- Construction Equipment (103/22)
- Electrical and Electronic Equipment and Components (9,355/60)
- Electrical and Electronic Measuring and Testing Equipment (1,615/45)
- Fire Trucks and Fire Fighting Equipment (144/6)
- Food Preparation and Serving Equipment (239/6)
- Furniture (820/58)
- Hardware (6,497/12)
- Household (305/11)
- Industrial Service and Trade Machinery (153/8)
- Industrial Special Machinery (323/18)

- Jewelry and Collectibles (5/1)
- Lab Equipment (1,241/30)
- Lighting (322/4)
- Marine Equipment (111/4)
- Materials Handling Equipment (127/40)
- Medical, Dental and Veterinary Equipment and Supplies (2,051/96)
- Miscellaneous (13,147/321)
- Motorcycles and Bicycles (29/11)
- Musical Instruments (17/2)
- Navigation Equipment (595/14)
- Office Equipment (345/17)
- Office Supplies and Forms (129/4)
- Photographic Equipment (534/22)
- Recording Equipment (323/11)
- Recreation (164/6)
- Refrigeration and Air Conditioning Equipment (367/10)
- Tools (457/3)
- Trucks, Trailers and Tractors (962/258)
- Vehicular Components and Tires (865/19)

[FSS Home] [GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Supported Browsers]

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Log-in

After registration is complete, access to GSAXcess® System is granted. Select **"Report Property"** This will take you to the Report Property Screen.

Federal agencies determine when useful computer equipment is no longer needed by their agency and report it to GSA in the same way that any other property is reported to GSA as excess for screening. Whether reported electronically or on hardcopy Standard Form 120, property reported to GSA is entered into GSAXcess®.

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

#1 Item Control Number *   ☐ – 7095 – ☐ – ☐   **Upload Pictures**

Agency Bureau *   4709 Federal Supply Service, All Other

#2 **Reporting Agency Address** *
☐ Check if Reporting Agency Address
and Property Location information
are the same

City [   ]   State [   ]   ZIP [   ] – [   ]

#3 **Point of Contact** *
First Name [   ]   Last Name [   ]
☐ Check if Point of Contact and
Property Custodian information
are the same
Phone [   ] – [   ] – [   ]   Extension [   ]
Fax [   ] – [   ] – [   ]
Email Address [   ]
☑ Notify Point of Contact when Available for Sale

#4 **Property Location** *

City [   ]   State [   ]   ZIP [   ] – [   ]

#5 **Property Custodian** *
First Name [   ]   Last Name [   ]
Phone [   ] – [   ] – [   ]   Extension [   ]
Fax [   ] – [   ] – [   ]
Email Address [   ]
☑ Notify Property Custodian when Available for Sale

#6 **Property Type:** *
If you need assistance,
contact your **NUO** or
APO

• **Regular Utilization and Donation Screening**
  ◉ No special requirements
  ○ Surplus sale proceeds retention
  ○ **Property was purchased with working capital or revolving funds**
  ○ Exceptions

#7 Agency Location Code (Station Deposit Symbol)   [   ]
#8 Appropriation or Fund To Be Reimbursed   [   ]
#9 Agency Control Number   [   ]

#10 **Federal Supply Class**/National Stock Number *   [7010]   National Item Identification Number (NIIN) [   ]
#11 **Hardware Type** *   [LAPTOP]
#12 **Equipment Type** *   [WINDOWS]
#13 **Processor** *   [INTEL PENTIUM XEON]
#14 **Processing Speed**   [3 GHZ OR MORE]
#15 **RAM**   [   ]
#16 **Hard Disk Size**   [   ]
#17 Hard Disk Status   ○ Sanitized ○ Not Sanitized ○ Removed ○ Degaussed
#18 Is Equipment for Computers for Learning (CFL)? *   ◉ Yes ○ No
Special Instructions: ☐ Contractor Inventory
  ☐ OverSeas Inventory
  ☑ To be sold by GSA
#19 **Make** *   [DELL]
#20 Model   [   ]
#21 Item Name *   [COMPUTER LAPTOP DELL INTEL PENTIUM XEON]
#22 Quantity *   [   ]
#23 **Unit of Issue** *   [EA]
#24 Original Acquisition Cost (per Unit) *   [   ]
#25 Fair Market Value (per Unit)   [   ]
Condition *   New/Unused ○ Usable ○ Repairable ○ Salvage ○ Scrap ○
#26 **Demilitarization** *   [   ]
#27 Manufacturer   [   ]
#28 Date Manufactured   [   ] 📅 (MM/DD/CCYY)
#29 Acquisition Date   [   ] 📅 (MM/DD/CCYY)
#30 Surplus Release Date   [   ] 📅 (MM/DD/CCYY)
#31 Property Description *

Report Property

Potential excess computers and related equipment reported in Federal Supply Classes (FSC's) 7010, 7021, 7025 and 7035 are automatically routed by GSAXcess® to the CFL module. If an agency does not want their property reported to CFL, they must check 'No" on the question "Is equipment for Computers for Learning?"

Report Property Screen

1. Item control number.

2. Reporting Agency Address - Enter ZIP Code or ZIP Code and Agency/Bureau then Press Submit Button or Add New Reporting Agency Address

3. **Point of Contact** - Enter Search Telephone Number then Click Submit or Add New Point of Contact Information

4. Property Location - Enter ZIP Code or ZIP Code and Agency/Bureau then Press Submit Button   or Add New Location Address

5. Property Custodian - Enter Search Telephone Number then Click Submit   Enter Search Telephone Number then Click Submit   or Add New Custodian Information

Numbers 2 – 5 will only have to be filled in one time. When you report more property, the fields will be automatically filled. On subsequent visits you can "pull up" this information from the hypertext "Report Agency Address".

6. Property Type - For detailed description of "Property was purchased with working capital or revolving funds, click on the hyperlink and a detailed description window will appear. If you need further assistance determining the property type, contact your agency NUO or Area Property Officer.

7. Agency Location Code (Station Deposit Symbol) - Information required to send proceeds back to reporting agency.

8. Appropriation or Fund To Be Reimbursed - Information required to send proceeds back to reporting agency.

9. Agency Control Number - Information required to send proceeds back to reporting agency.

10. Federal Supply Class – FSC Class List Appears. For CFL you ill only be reporting 7010, 7021, 7025 and 7035. Entering any one of these FSC classes, will take you to the computer equipment screen. Please see Exhibit one for details on this screen. After entering this data, the system will then uses the data to populate these mandatory fields.

11. Hardware Type - Pre-filled by Computer Equipment Screen

12. Equipment Type - Pre-filled by Computer Equipment Screen

13. Processor - Hyperlink to a drop down menu

14. Processing Speed - Not required. – Hyperlink to a drop own Menu Available

15. Ram - Not required

16. Hard Disk Size - Not required

17. Hard Disk Status - Annotate if hard disk has been: Sanitized, Not Sanitized, Removed or Degaussed

18. Equipment for Computers for Learning? - In the CFL module, if the reporting agency does not choose to transfer the computer equipment directly to a school or educational non-profit organization they must change the response to "no". Changing the answer to "no" will allow equipment to go directly into GSAXcess® for screening by Federal and State agencies. Screening time is 21-days whether it is left in CFL or put into GSAXcess®. Computer equipment that survives Federal screening can then be transferred by GSA to a State Agency for Surplus Property for subsequent donation to a school or educational nonprofit organization.

19. Make - Pre-filled by Computer Equipment Screen

20. Model - Not required

21. Item Name - Pre-filled by Computer Equipment Screen (Considered the Noun Name)

22. Quantity - Number of items you are

23. Unit of Issue - Click on the hyper link and it will give you a list of abbreviations to use.

24. Original Acquisition Cost - Cost per Unit.

25. Fair Market Value – not required .

26. Demilitarization - Click on the hyper link and it will give you a list of codes to use.

27. Manufacturer - Not required.

28. Date Manufactured - Not required

29. Acquisition Date - Not required.

30. Surplus Release Date – Property will only be visible and available to schools and Educational non-profits for seven days after it is first reported to GSA. Items placed in a virtual shopping cart will be held pending completion or cancellation of a transfer request.

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31. Property Description - Brief Description of property.

Computer Equipment Screen
Exhibit 1

To build consistency in property reporting, the Computer Equipment Screen was created so that when agencies report property, it will be reported in the same order, and the noun name will be consistent.

1. Select **Hardware Type** from the drop down menu. Several options appear for the equipment type for you to choose from.

Computer Equipment Screen
Exhibit 2

2. **Select Equipment Type** from the next drop down menu. Several options are available for you to choose from.

Computer Equipment Screen
Exhibit 3

3. Select **Make** from the drop down menu. The options are now limited.

Computer Equipment Screen
Exhibit 4

4. You have now created the "Noun Name". This noun name will be available for future selection. Select Submit. The system will pre-fill these fields on the "Report Property Screen"

Allocation of Equipment

Registered schools and educational non-profits select the computer equipment they need by placing the items in a virtual shopping cart and proceeding to checkout.

Upon checkout, the system sends the reporting agency an email notice, notifying that a school has requested property. The school or nonprofit will receive a notice that a confirmation of their request. This does not mean the school is the recipient of the property. Upon allocation of the allocation the recipient will receive final notice of transfer

School Confirmation E-mail

SUBJECT: Checkout Confirmation

Dear DENISE A HICKS

This letter confirms the shipping address (ultimate destination of your checked out Computer Equipment) and the list of items selected under Transfer Control No 90-7-000202 from the CFL System on 04/05/2007.

```
 No. Item Control No   CFL Release Date      MAKE
Quantity
 ----- --------------- ---------------      ------------------ -----------

   1  473082-7073-12341 03/21/2007          DELL
```

Item Name: COMPUTER LAPTOP DELL   IBM COM INTEL

Shipping Address:
THE SCHOOL OF PROPERTY KNOWLEDGE
2200 CRYSTAL DRIVE
ARLINGTON,VA 22202

Reporting Message to Property Managers

Notice to Property Manager to Allocate to School/Nonprofit (TCN:90-7-000202)

Dear Property Manager:

Potential recipients have requested the below listed property you reported in the Computers for Learning (CFL) system. After you log into the system, please review the school(s) and/or educational non-profit(s) that have requested the equipment, determine which recipient is most eligible if there are competing
requests, and allocate the item. The system will then send an electronic transfer form (SF-122C) to the allocated recipient. The approving official of the accepting school or educational nonprofit must sign and return the signed SF-122C to you by fax or email. Once this is done, you may complete the transfer.

The school or educational nonprofit will be instructed to return the signed copy of SF-122C within 7 days from the allocation date. However, it is up to you to
determine the actual amount of time allowed for the recipient to pick-up the property. If the allocated school/educational nonprofit does not meet the
allotted time frames, you may withdraw the offer.

```
  Item Control Number           Item Name
 ------------------  -------------------------------------------------------
   473082-7073-12341    COMPUTER LAPTOP DELL    IBM COM INTEL P
```