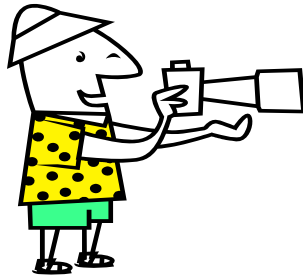# APD ALERT
Using Photos When Reporting Excess Property

Purpose

A picture is worth a thousand words! The availability of photos of excess property greatly improves the opportunity for transfer to other Federal agencies, donation to State or local government offices, or sale to the public.

Policy

The General Services Administration (GSA) has issued the following guidance to Federal agencies in submitting digital or scanned photos of excess or exchange/sale property. At a minimum, property management officers will work with accountable property officers to obtain photos when submitting excess reports for:

- Property at or above the agency accountability threshold ($5,000 and above); or

- Property under the accountability level in the following Federal Supply Groups/Classes (FSC's):

  - Group 19 - Ships, Small Craft, Pontoons, Floating Docks
  - Group 23 – Motor Vehicles, Trailers, Cycles
  - Group 24 – Tractors
  - Group 34 – Metalworking Machinery
  - Group 38 – Construction, Mining, Excavating, Highway Equipment
  - Group 39 – Materials Handling Equipment
  - Group 42 – Firefighting, Rescue/Safety Equipment, Environmental Protection Equipment
  - Group 54 – Prefab Structures and Scaffolding
  - FSC 6115 – Generators and Generator Sets, Electrical
  - FSC 6515 – Medical, Surgical, Instruments, Equipment, and Supplies

Submit photos of the actual item reported. However, if you are reporting multiple items that are identical (the same manufacturer name and model number) and in the same condition code, submit a photo of only one item with a note indicating that the photo is

representative of each item in the lot. When reporting motor vehicles, include photos of the vehicle's exterior and interior.

AAMS/GSAXcess allows property management officers to directly attach photos to excess and exchange/sale reports. Number each photo with the report's corresponding line item number. When submitting more than one photo for an item, number the photos 1A, 1B, 1C, etc. For example, for Excess Report Number 123K0671230001, the photo filename is "123K0671230001A.jpg. The next photo filename is 123K0671230001B.jpg. All photo file extensions must end with ".jpg"

It may take up to 48 hours for the photo to appear in AAMS/GSAXcess. GSA reviews all photos before posting them to ensure the photos do not contain any offensive or derogatory information**.**

For tips for taking photos, refer to www.GSAXcess.gov. The "Frequently Asked Questions" section includes a link for "GSAXcess Photo Guidelines".

For general questions, please contact Cheryl Brumback on 202-720-2359 or e-mail at Cheryl.Brumback@ars.usda.gov

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