



U.S. General Services Administration

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

**User Guide For GSAXcess®
Agency Asset Management System (AAMS)
Department of Homeland Security**

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Table of Contents

ABOUT GSAXCESS®/AAMS DHS..... 1

- What is GSAXcess®/AAMS DHS?..... 1
- Who can use GSAXcess®/AAMS DHS? 1

HOW TO PRINT AND/OR DOWNLOAD THIS DOCUMENT 1

- To Print A Section (recommended) 1
- To Download the Entire Document..... 2

HARDWARE AND SOFTWARE REQUIREMENTS..... 2

- What do I need? 2
- GSAXcess® Browser Trouble Shooting Guide?..... 2

GAINING ENTRY 3

- How do I gain entry to GSAXcess®? 3
- What is the GSAXcess® website address?..... 3

NAVIGATING IN GSAXCESS®: 3

- How do I navigate from field to field?..... 3
- How do I delete an entry?..... 3
- How do I print a GSAXcess® page? 3

LOG ON SCREENS AND MAIN MENU 4

- How can I get to GSAXcess® quickly?..... 4
- How do I connect with GSAXcess®? How do I logon? 5
- After I log-on, what happens next?..... 7
 - GSAXcess® Practice Module 7
- How do I access the Main Menu screen? 8
 - Report Property Menu 9
 - Search & Select Menu 10
 - AAMS DHS Menu 10
 - CFL Functions Menu 10
 - User Maintenance Menu 10
- How do the Help Screens work?..... 10
- How do I navigate from screen to screen? 10

INTERNAL SCREENING BASICS (AAMS DHS)..... 12

- What is Internal Screening? 12
- What are the time frames for Internal Screening? 12
- How do I format the Excess Release Date and Drop After Internal Screening? 13

What happens after Internal Screening? 13

REPORTING PROPERTY 13

ON LINE PROPERTY REPORTING 13

 1. Where do I start?..... 13

 How do I get to the Property Reporting Function in GSAXcess®? 13

 Report Property Navigation? 15

CREATE PROPERTY REPORT..... 15

 How to Create A Property Report? 15

 FSC/NSN 18

 Special FSC’s 19

 Vehicle Information..... 19

 Computer Equipment..... 21

 Vessel Information 22

 Aircraft Information..... 22

 How do I create new addresses in my personal address file?..... 24

 How do I retrieve previously entered addresses for my property report? 30

 How do I retrieve previously entered Contact Information for my property report? 32

PROPERTY DATA SCREEN OPTIONS 34

 Make, and Model (Optional/Required) 34

 Item Name (Required) 34

 Special Description Code and Text (Optional) 34

 Quantity 36

 Unit of Issue 36

 Original Acquisition Cost 36

 Fair Market Value 37

 Condition Code 37

 Hazardous 37

 Flight Safety Critical Aircraft Parts (FSCAP Code) 37

 Demilitarization Code 37

 Drop After Internal Screening 38

 Manufacturer (Optional/Required) 38

 Date Manufactured and Acquisition Date (Optional) 38

 Excess Release Date 38

 Surplus Release Date (Optional)..... 38

Property Description..... 38

How to Upload Pictures 38

What if I have more than one item for this property report?..... 47

How can I get a copy of my completed property report? 48

MODIFY PROPERTY REPORTS IN GSAXCESS® 48

 1. What if I need to change some of the data on my property report? 48

 How do I change property item information? 48

 What if I need to add more items to my property report? 50

REVIEW PROPERTY REPORTS 51

 How can I review my active property reports? 51

 How can I review my property reports by Item Control Number sequence? 52

DELETE PROPERTY REPORTS 53

 What if I need to delete my property report in Internal Screening?..... 53

 What if I need to delete my property report in GSAXcess®? 55

 How Do I See All My Property? 55

USER MAINTENANCE 55

 How do I update my user information? 55

 How do I change my password?..... 57

 What if I forgot my password? 59

 Electronic Batch Method 60

BATCH PROPERTY REPORTING 61

 How do I report my property to GSAXcess®/AAMS DHS via the Electronic Batch Method? 61

 What method do I use to transmit my files to GSAXcess®/AAMS DHS? 61

 How do I set up the process for my first transmission? 61

 How does the process work after the initial test? 61

 What is the Drop File and when should I look for it? 62

SEARCHING FOR PROPERTY 62

 Who can search for property? 62

 What is searched? 62

 When can I search for property? 62

 Why is property searched? 62

 How do I search for property on GSAXcess®/AAMS DHS? 62

 Is there a method to search for specific property on GSAXcess®/AAMS DHS? 65

Should I search by the Federal Supply Class? 69

Global Search - How accurate must the noun name be? 71

Item Control No-- When should I use this search criterion? 72

Internal Screen Only – what is this and how do I know if an item is an Internal Screen Only? 74

Date Reported (= OR >)– How can this search help me? 74

Activity Address Code – Why use this code, and can I enter any AAC? 75

State - What advantages are there in using this search criterion? 75

Region – Why use this search criterion? 75

Condition Code – What is it and how can I use it? 76

Make/Manufacturer - What is it and what restrictions are there? 77

Model – Is this an edited field? 77

Acquisition Date (= OR >) - What is this and how must it be entered? 78

GSAXCESS®/AAMS DHS WANT LIST 78

 What is the “GSAXcess®/AAMS DHS Want List” function? 78

 How do I get to the AAMS DHS Want List” function? 78

 How do I use the AAMS DHS Want List” function? 79

REQUESTING PROPERTY IN AAMS DHS 81

 What does “Select” mean? 81

 Do I have to select property to obtain the property?..... 82

 What is the overall select process?..... 82

 How long will GSAXcess®/AAMS DHS retain my property request? 82

SELECTING AAMS DHS PROPERTY 82

 1. How do I select an AAMS DHS property item? 82

SELECT DOCUMENTATION 89

 What kind of documentation is generated when I select an AAMS DHS property item?89

COMPETING REQUESTS FOR PROPERTY 89

 What is a competing request? 89

 How do I determine if there are competing requests? 90

 How do I view competing requests? 90

CHANGING REQUESTS FOR AN AAMS DHS PROPERTY ITEM..... 91

 Can I change an AAMS DHS selection request?..... 91

 How do I change a property request? 92

 How do I delete a property request? 92

TRANSFER PROPERTY 94

What is the Transfer Property function? 94

How do I review my transfer orders?..... 94

How do I review and transfer multiple frozen items? 95

What happens when you can't satisfy all freezes?..... 97

What if I need to change the quantity I transferred? 98

How can I transfer a single item control number?..... 98

APPENDIX A - DISPOSAL CONDITION CODE 99

APPENDIX B - DEMILITARIZATION CODE TABLE 99

APPENDIX C - STATE CODE TABLE 100

APPENDIX D - FLIGHT SAFETY CRITICAL AIRCRAFT PARTS TABLE (FSCAP)100

APPENDIX E - FEDERAL SUPPLY CLASSES 100

APPENDIX F - REPORT STATUS DEFINITIONS 113

About GSAXcess®/AAMS DHS

What is GSAXcess®/AAMS DHS?

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 Disposal System (AAMS DHS) is a module contained within GSAXcess®. AAMS DHS provides automated data systems support for your Agency's nation-wide personal property needs. AAMS DHS 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 personal property system development.

DHS personnel can use GSAXcess®/AAMS DHS to report property for internal screening, excess screening and to compete for internal/excess/surplus property. GSAXcess®/AAMS DHS 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, DHS 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 DHS provides the necessary tools and automated transfer document to each respective DHS activity to make informed, intelligent determinations by reviewing requests for the property and allocating the property to qualified DHS entities, e.g., DHS Headquarters/field offices, DHS 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 DHS?

GSAXcess®/AAMS DHS 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 DHS is exclusive to DHS.** AAMS provides DHS users the capability to screen DHS personal property in real time. Under AAMS DHS, DHS personnel and contractors can screen DHS property before it proceeds into GSAXcess®, 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, right click on the hypertext from the User Guide webpage and then Save As and save to your hard drive. <http://gsaxcess.gov/htm/xcessuserguides.htm>

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?

	IE 6	IE 7	IE 8	IE 9	Firefox 3.0	Firefox 3.6	Firefox 4.0	Chrome 9	Chrome 10	Safari 4	Safari 5	Opera 10	Opera 11
Windows XP	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Windows Vista	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Windows 7	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Mac OS X	n/a	n/a	n/a	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes

The browsers marked as "Yes" have been certified for use with the associated operating system in GSAXcess® . If you choose to use a configuration other than the ones listed, you may encounter problems in GSAXcess® that GSA Support may not be able to resolve. On a regular basis, we will evaluate new browser versions and certify them for use with GSAXcess® on the Web.

To download an updated browser, please choose from one of the links below and follow the download instructions.

- [Mozilla Firefox](#)
- [Google Chrome](#)
- [Microsoft Internet Explorer](#)
- [Apple Safari](#)

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

Step 1. Click "Help" from the browser bar and then select "About Internet Explorer."

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

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 Entry

How do I gain entry to GSAXcess®?

Logging into the GSAXcess® personal property disposal system requires a User ID and password. Requests for User IDs must be made in writing by letter or email to the appropriate Department of Homeland Security's Management [National Utilization Officer \(NUO\)](#).

The request should provide the name, telephone number, User ID, Password, Approving Official information and Activity Address Code for each user. The User ID is six characters while the personal Password is determined by the applicant can be from four to eight characters long. (alphabetic, numeric, or a mix of alphabetic and numeric). The request should also state what levels of access are required. There are several levels of access:

- Search only
- Search and freeze
- Report
- Transfer

What is the GSAXcess® website address?

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

Navigating in GSAXcess®:

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

How do I navigate from field to field?

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

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

How do I delete an entry?

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

How do I print a GSAXcess® page?

Saving a GSAXcess® page to a word document.

•	Press the "Print Screen" button on your keyboard. This will place the GSAXCESS® page in a temporary work
---	--

	space called "Clipboard"
·	Open a new document in Microsoft Word or similar word processing software.
·	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.
·	Click on the Printer icon to print the page or use other print commands found in your word processing software.

Print a Screen Directly From GSAXcess®

Click the print button on your browser to send the entire screen to the printer.

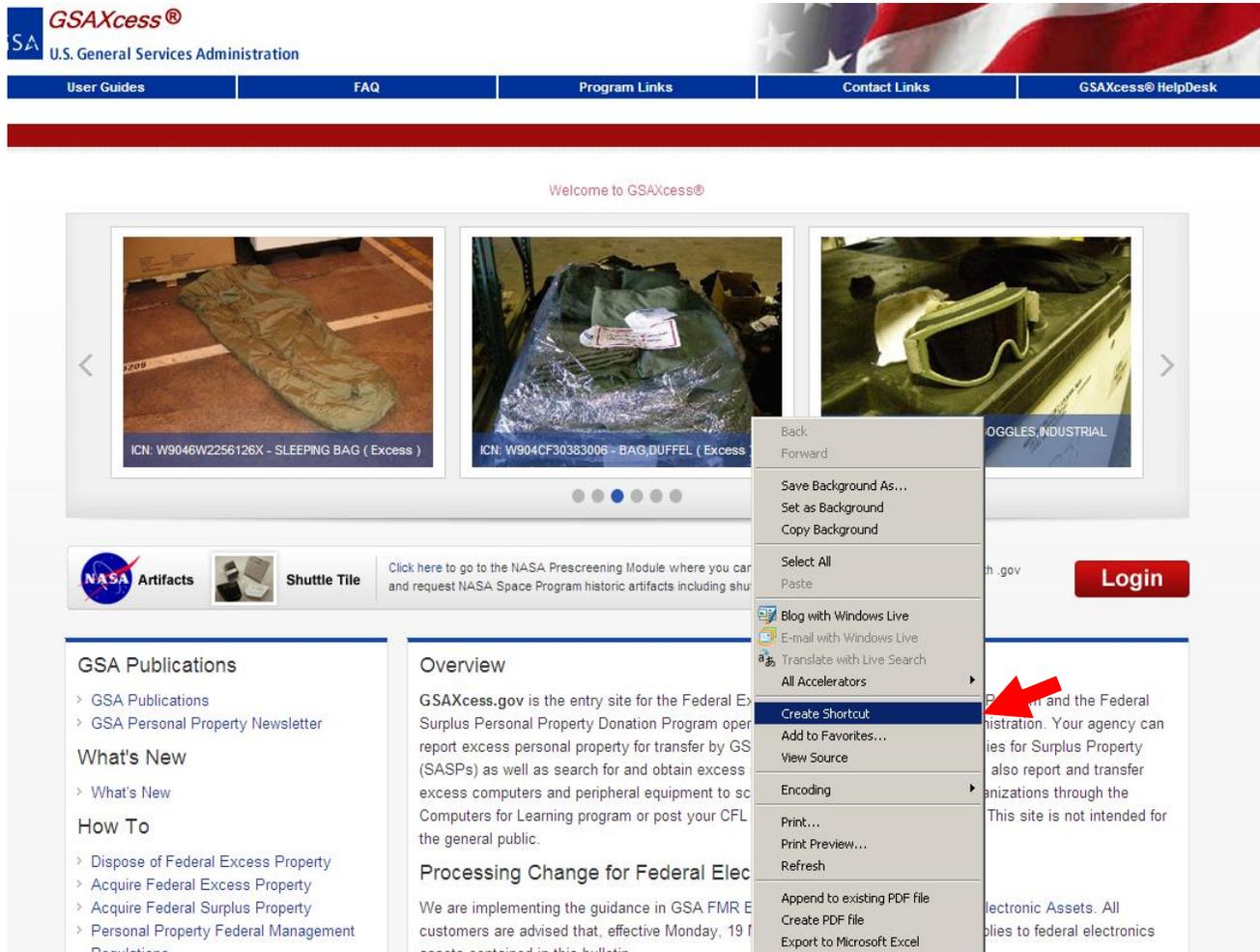
Some screens in GSAXcess® have a print button.

You can normally place your cursor on the screen, depress Control and C (for copy) and then go to the document or email you want to place the image in and depress Control and V (for paste).

Log On Screens and Main Menu

How can I get to GSAXcess® quickly?

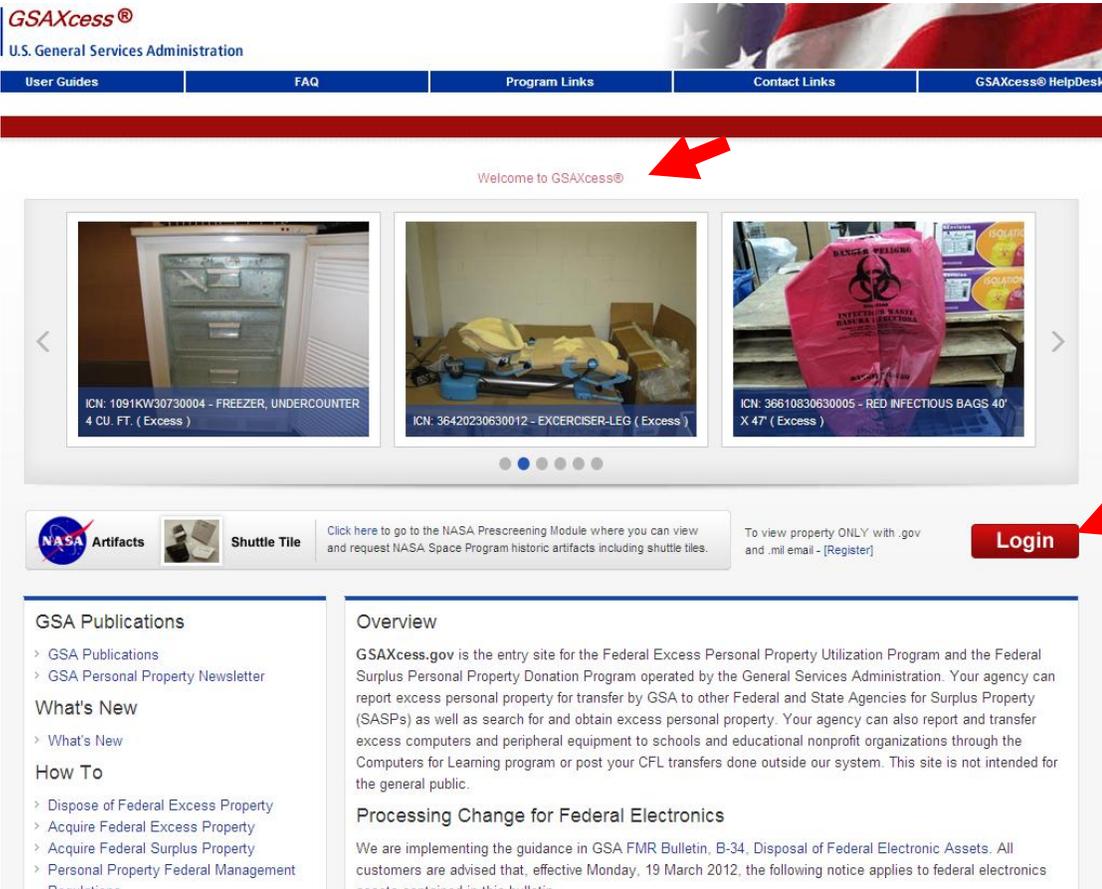
Set up a desktop shortcut to GSAXcess® by entering the url: <http://gsaxcess.gov/> in your browser address bar and hitting the enter button or the right arrow button for Go. The GSAXcess® homepage will display. Right click your mouse on the homepage and select Create Shortcut from the menu selection.



You will receive a message that states, “A shortcut to the current page will be placed on your desktop.” At this time you can select Okay or Cancel.

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

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



Click on the GSAXcess® Login Button for live production on the top right-hand corner of the GSAXcess® homepage.

The GSAXcess® Production or Practice Login Screen will display.



[\[FAS Home\]](#) [\[GSAXcess® Browser Troubleshooting Guide\]](#) [\[GSA Home\]](#) [\[Supported Browsers\]](#)



This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Enter your User ID and Password. After entering the correct information, click the LOGIN button.

You can also enter the GSAXcess® Practice system where you can practice reporting, selecting and searching

for property without affecting any live data by clicking on the GSAXcess® Practice Home hyperlink in the right-hand lower corner of the screen.

After I log-on, what happens next?

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

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

GSAXcess® Practice Module

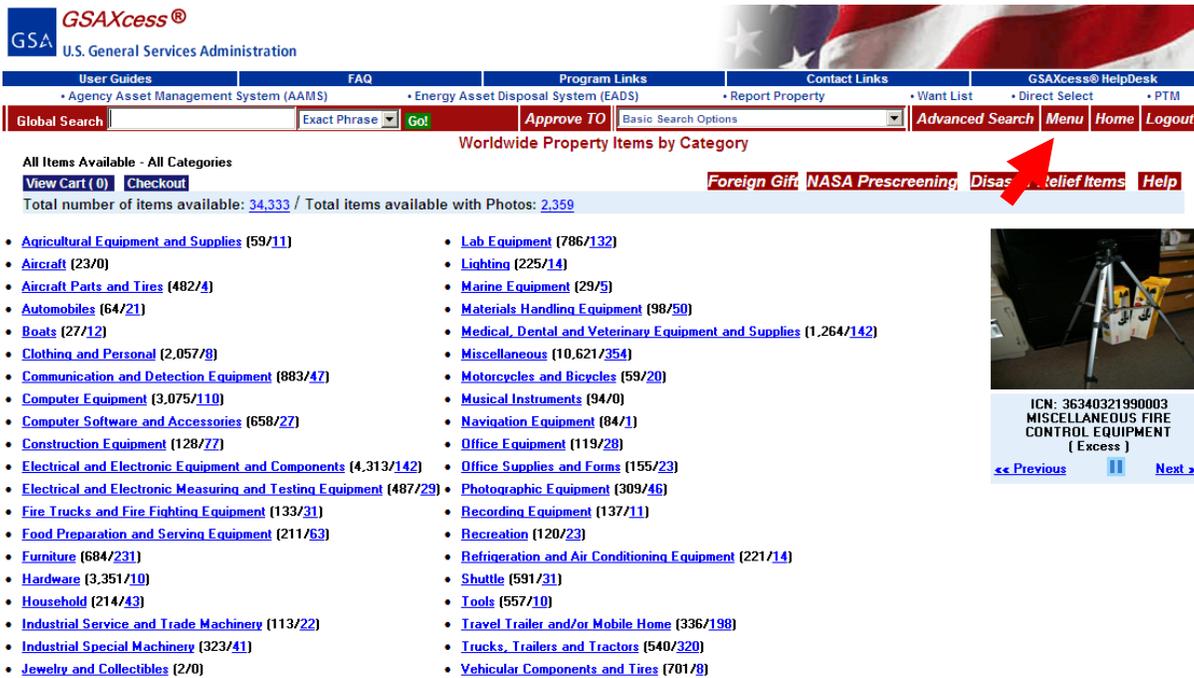
One of the many user-friendly features of the system is the ability of all users to "practice" with real information. GSAXcess® users can practice without the fear that an unnecessary transaction might occur. If you are interested in "test-driving" without the fear of crashing, click the GSAXcess® Practice Home hyperlink to Log into the GSAXcess® Practice Module. The practice system is nearly 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!

Set up a desktop shortcut to GSAXcess® by entering the url: <http://gsaxcess.gov/> in your browser address bar and hitting the enter button or the right arrow button for Go. The GSAXcess® homepage will display.

How do I access the Main Menu screen?

Click the Menu button in the Red Banner at the top right-hand corner of the GSAXcess® screen.



The system displays the Main Menu items based upon your permission levels and Agency. 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 Agency's National Utilization Officer or [Area Property Officer \(APO\)](#) for access. This guide provides detailed instructions for each menu option.

GSAXcess® Main Menu

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS Only\)](#)
 - [Upload Multiple ICN Pictures](#)
 - [Property Inquiry](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Approve Transfer Orders](#)
- 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](#)
- AAMS Menu**
 - [Search Items By Category](#)
 - [Search and Select](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No](#)
 - [Inquiry/Recall](#)
- State 3040 Menu**
 - [Create Data Report](#)
 - [Delinquent Report](#)
 - [Data Report Status](#)
- CFL User Maintenance Menu**
 - [CFL User Maintenance](#)
 - [NCES Maintenance](#)
- GSA Internal Menu**
 - [GSA Internal Functions](#)
- User Maintenance Menu**
 - [APO/NUO](#)
 - [Help Desk](#)
 - [Send Group Email](#)
 - [Update Your Information](#)
 - [Change Your Password](#)
- CFL Reports**
 - [Transfers to Schools & Non-Profits](#)
 - [Transfers by Agency to Schools & Non-Profits](#)
- NASA Pre-screening**
 - [NASA Pre-screening Menu](#)

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

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

GSAXcess® Main Menu

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS Only\)](#)
 - [Upload Pictures](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Approve Transfer Orders](#)
- 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](#)
- AAMS Menu**
 - [Search Items By Category](#)
 - [Search and Select](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No](#)
 - [Inquiry/Recall](#)
- User Maintenance Menu**
 - [APO/NUO](#)
 - [Help Desk](#)
 - [Send Group Email](#)
 - [Update Your Information](#)
 - [Change Your Password](#)
- CFL Reports**
 - [Transfers to Schools & Non-Profits](#)
 - [Transfers by Agency to Schools & Non-Profits](#)

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. This option provides electronic transfer order approval access where if a user has Approving Official authority in GSAXcess®, they can electronically approve through this hyperlink. For more details, see [Search Functions](#) and [Selecting Property in GSAXcess®](#).

AAMS DHS Menu

This menu option contains property under the jurisdiction and control of those agencies who subscribe to the Agency Asset Management System, Interior 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 \(NUO\)](#) for more information about this optional service from GSA.

CFL Functions Menu

This menu option contains property reported to Computers for Learning (CFL) as excess and is being processed under authority Executive Order 12999 allowing agencies to transfer their excess computer equipment and peripherals to authorized Schools and non-profits through the nation.

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® Help Desk 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 progrAAMS 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 DHS) – Link to AAMS DHS module.
- Energy Asset Disposal System (AAMS DHS) – Link to AAMS DHS 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 (AAMS DHS)

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 (GSAXcess®).

What are the time frames for Internal Screening?

The time frames used for Internal Screening are established by the owning agency. The Department of Homeland Security uses a screening period of 15 days. When you report property to GSAXcess®/AAMS DHS, 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 DHS Activity Address Code can be screened and transferred to another DHS activity.

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

AAMS DHS will compute the Excess Release Date by adding 15 days to the date that you entered the property into AAMS DHS.

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 DHS data base and return control of the property record to the owning AAMS DHS 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

1. Where do I start?

Before you attempt to report your property to GSAXcess®/AAMS DHS, follow your agency's procedures for identifying eligible property. You should also have an authorized User ID that allows you to use GSAXcess®/AAMS DHS 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 DHS, follow the procedures described in the Gaining Access section of this user guide. The first screen you see is the GSAXcess®/AAMS DHS 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) • Interior Asset Disposal System (IADS) • Report Property • Want List • Direct Select • PTM

Global Search Exact Phrase Approve TO Basic Search Options

Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [38,026](#) / Total items available with Photos: [2,275](#)

- [Agricultural Equipment and Supplies \(78/39\)](#)
- [Aircraft \(26/1\)](#)
- [Aircraft Parts and Tires \(734/2\)](#)
- [Automobiles \(35/25\)](#)
- [Boats \(21/12\)](#)
- [Clothing and Personal \(2,030/23\)](#)
- [Communication and Detection Equipment \(716/49\)](#)
- [Computer Equipment \(3,556/106\)](#)
- [Computer Software and Accessories \(1,221/46\)](#)
- [Construction Equipment \(111/53\)](#)
- [Electrical and Electronic Equipment and Components \(6,144/121\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(589/5\)](#)
- [Fire Trucks and Fire Fighting Equipment \(153/33\)](#)
- [Food Preparation and Serving Equipment \(210/21\)](#)
- [Furniture \(984/341\)](#)
- [Hardware \(2,617/4\)](#)
- [Household \(342/45\)](#)
- [Industrial Service and Trade Machinery \(106/26\)](#)
- [Industrial Special Machinery \(942/26\)](#)
- [Jewelry and Collectibles \(2/1\)](#)
- [Lab Equipment \(1,073/111\)](#)
- [Lighting \(220/5\)](#)
- [Marine Equipment \(30/1\)](#)
- [Materials Handling Equipment \(118/46\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,596/233\)](#)
- [Miscellaneous \(10,052/328\)](#)
- [Motorcycles and Bicycles \(58/26\)](#)
- [Musical Instruments \(69/6\)](#)
- [Navigation Equipment \(69/0\)](#)
- [Office Equipment \(166/34\)](#)
- [Office Supplies and Forms \(160/21\)](#)
- [Photographic Equipment \(285/33\)](#)
- [Recording Equipment \(185/9\)](#)
- [Recreation \(147/21\)](#)
- [Refrigeration and Air Conditioning Equipment \(211/13\)](#)
- [Shuttle \(219/39\)](#)
- [Tools \(706/24\)](#)
- [Travel Trailer and/or Mobile Home \(264/132\)](#)
- [Trucks, Trailers and Tractors \(346/201\)](#)
- [Vehicular Components and Tires \(1,435/13\)](#)

ICN: 68540022420001
EMERGENCY EYEWASH STATIONS [Excess]

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 the Main Menu and the Report Property Menu Module.

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

GSAXcess® Main Menu

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS Only\)](#)
 - [Upload Pictures](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Approve Transfer Orders](#)
- 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](#)
- AAMS Menu**
 - [Search Items By Category](#)
 - [Search and Select](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No Inquiry/Recall](#)
- User Maintenance Menu**
 - [APO/NUO](#)
 - [Help Desk](#)
 - [Send Group Email](#)
 - [Update Your Information](#)
 - [Change Your Password](#)
- 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.

Property Report Data Creation

[Save and Menu](#)
[Save and Quit](#)
[Back](#)
[Help](#)

[Print Report](#)
[More Items & Retain Common Data Only](#)
[More Items & Redisplay all Data](#)
[Submit](#)

Fields marked with an asterisk * are required.

Screen Refreshed with Agency Bureau Name

Item Control Number * 703112 | 2269 | 0001 | | [Upload Multiple ICN Pictures](#)

Agency Bureau * 7041 Federal Emergency Management Agency (FEMA) Headquarters

Agency Address Contact * --Select--

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

City State ZIP |
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

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

First Name Last Name
 Phone | | Extension
 Fax | |
 Email Address
 CC Email Address
 Notify Point of Contact when Available for Sale

[Property Location *](#)

City State ZIP |
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

[Property Custodian *](#)

First Name Last Name
 Phone | | Extension
 Fax | |

Report Property Navigation?

Print 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 and allows you to print your report. 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 = XXXX".

More Items & Retain Common Data Only – By clicking this button you are submitting the property record and you are beginning a new record that contains the "Common" data of the previously reported property record. Common data will be prefilled on the new report and contains all data up until the FSC of the new property item.

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. You will need to enter a new serial number in the Item Control 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.

Property Report Data Creation

[Save and Menu](#) [Save and Quit](#) [Back](#) [Help](#)

[Print Report](#) [More Items & Retain Common Data Only](#) [More Items & Redisplay all Data](#) [Submit](#)

Fields marked with an asterisk * are required.

Screen Refreshed with Agency Bureau Name

Item Control Number * [Upload Multiple ICN Pictures](#)

Agency Bureau * **7041 Federal Emergency Management Agency (FEMA) Headquarters** 

Agency Address Contact *

[Reporting Agency Address](#) *

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

City State ZIP
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

[Point of Contact](#) *

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

First Name Last Name
 Phone Extension
 Fax
 Email Address
 CC Email Address
 Notify Point of Contact when Available for Sale

[Property Location](#) *

City State ZIP
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

[Property Custodian](#) *

First Name Last Name
 Phone Extension
 Fax

The next field is a hypertext field that allows you to upload pictures of your property. GSA highly encourages the submission of photographs. See [How to Upload Pictures](#) for instructions.

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 are automatically stored for you anytime you type over an existing contact. You can also add or retrieve stored fields not in the dropdown menu by going to: [\(see 2. How do I create new addresses in my personal address file?\)](#)

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:

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
 - [Exchange Sale \(Replacement Authority\)](#)
 - [Special legislative authority](#)
 - [Purchased with non-appropriated funds](#)
 - [Reported by a wholly owned or mixed-ownership Government corporation](#)

Agency Location Code (Station Deposit Symbol)

Appropriation or Fund To Be Reimbursed

Agency Control Number

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.

- Exceptions
 - [Exchange Sale \(Replacement Authority\)](#)
 - [Special legislative authority](#)
 - [Purchased with non-appropriated funds](#)
 - [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.

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. You can obtain this handbook from DLA or from the GSA Property Management Division. 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.

A screenshot of the GSAXcess® website showing the 'Federal Supply Class List' page. The page header includes the GSA logo and 'U.S. General Services Administration'. Below the header is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. The main content area has a search bar with 'Basic Search Options' and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. Below the search bar is the title 'Federal Supply Class List' and buttons for 'Submit', 'Previous Page', 'Next Page', 'Back', and 'Help'. There are two input fields: 'FSC Code' with the instruction 'Enter All 4 or First 2 digits of FSC' and 'FSC Description' with the instruction 'Enter 1-10 Search Characters'. A red arrow points to the 'FSC Description' input field. Below the input fields is a table with two columns: 'FSC' and 'FSC Description'. The table lists various FSC codes and their corresponding descriptions, such as '5350 ABRASIVE MATERIALS', '3461 ACCESSORIES FOR SECONDARY METALWORKING MACHINERY', etc.

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
7022	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), HYBRID
7050	ADP COMPONENTS, COMPUTER
7030	ADP SOFTWARE
7045	ADP SUPPLIES, COMPUTER
7440	ADP SYSTEMS, INDUSTRIAL, SCIENTIFIC, AND OFFICE TYPES, COMPUTER
7641	AERONAUTICAL MAPS, CHARTS AND GEODETIC PRODUCTS
4120	AIR CONDITIONING EQUIPMENT
4460	AIR PURIFICATION EQUIPMENT
1660	AIRCRAFT AIR CONDITIONING, HEATING, AND PRESSURIZING EQUIPME
6340	AIRCRAFT ALARM AND SIGNAL SYSTEMS
1280	AIRCRAFT BOMBING FIRE CONTROL COMPONENTS
1640	AIRCRAFT CONTROL CABLE PRODUCTS
1730	AIRCRAFT GROUND SERVICING EQUIPMENT

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

Submit Previous Page Next Page Back Help

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
2210	LOCOMOTIVES, RAILROAD
2220	RAIL CARS
6330	RAILROAD SIGNAL AND WARNING DEVICES
2230	RIGHT-OF-WAY CONSTRUCTION AND MAINTENANCE EQUIPMENT, RAILROA
2250	TRACK MATERIAL, RAILROAD
2330	TRAILERS
2331	TRAILERS SCRAP

Submit Previous Page Next Page

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

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Government Made Easy

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 * [2220] National Item Identification Number (NIIN) []

Special Instructions:

Contractor Inventory
 OverSeas Inventory

Federal Asset Sales Center:

GSA (All commodities and locations nationwide)
 USDA - CEPO (Limited to property located within the Washington, D.C. metropolitan area)
 DOI/AMD (Limited to aircraft and aircraft parts only. FSG 15)
 Dept of Treasury/IRS Vehicle Sales (Limited to passenger vehicles)
 Approved Waiver (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)
 Legislative and Judicial Branches (Not required to use eFas Sales Centers)

Make []
 Model * []
 Item Name * RAIL CARS

Special FSC's

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, Color, and Estimated Mileage. Color Gradient is optional.

Appropriation or Fund To Be Reimbursed
 Agency Control Number
 Federal Supply Class/National Stock Number * 2310 National Item Identification Number (NIIN)
 Special Instructions:
 Contractor Inventory
 OverSeas Inventory

Federal Asset Sales Center:

Make
 Model *
 Item Name *
 Special Description Code and Text
 Quantity *
 Unit of Issue *
 Original Acquisition Cost (per Unit) *
 Total Acquisition Cost
 Fair Market Value (per Unit)
 Condition *
 Hazardous *
 Flight Safety Critical Aircraft Part *

GSA
 USD
 DOI
 Dept
 Appr
 Center
 Legis

New/
 No
 Blank

E
 F

Transmission Type: * Automatic Manual
 Agency Class:
 Tag:
 Number of Cylinders: *
 Model Year: *
 Fuel Type: * -Select Fuel Type-
 Body Style: * -Select Body Style-
 Vehicle Identification Number: *
 Make: *
 Model: *
 Estimated Mileage: *
 Color: * -Select Color-
 Color Gradient: -Select Color Gradient-

Submit

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.

GSAXcess® - Property Data Creation (REPDW130)

Federal Supply Class/National Stock Number * 1010 National Item Identification Number (NIIN)

Special Instructions:
 Contractor Inventory
 OverSeas Inventory

Federal Asset Sales Center:

GSA (All commodities and locations nationwide)
 USDA - CEPO (Limited to property located within the Washington, D.C. metropolitan area)
 DOI/AMD (Limited to aircraft and aircraft parts only. FSG 15)
 Dept of Treasury/IRS Vehicle Sales (Limited to passenger vehicles)
 Approved Waiver (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)
 Legislative and Judicial Branches (Not required to use eFas Sales Centers)

Make
 Model *
[Weapons List](#) *
 Special Description Code and Text / Serial No
 Quantity *
 Unit of Issue *

The following screen displays.



Commonly Reported Weapons List

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

These are the last Weapon Items

Page No: 1

Type	Size	Make	Model	Options
GRENADE LAUNCHER	40 MM	ACTION ARMS	MODEL M79, SER:	Select
GRENADE LAUNCHER	40 MM	ACTION ARMS	MODEL M80, SER:	Select
GRENADE LAUNCHER	40 MM	TRW	MODEL M49, SER:	Select
GRENADE 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*](#) Sanitized Not Sanitized Removed Degaussed

NOTE: This computer equipment must meet your Agency's cyber security policy for disposal of information system property.

[Is Equipment for Computers for Learning \(CFL\)?*](#) Yes No

[Special Instructions:](#) Contractor Inventory OverSeas Inventory

[Federal Asset Sales Center:](#) GSA (All commodities and locations nationwide) USDA - CEPO (Limited to property located within the Washington, D.C. metropolitan area) DOI/AMD (Limited to aircraft and aircraft parts only. FSG 15) Dept of Treasury/IRS Vehicle Sales (Limited to passenger vehicles) Approved Waiver (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center) Legislative and Judicial Branches (Not required to use eFas Sales Centers)

[Make*](#)

[Model*](#)

[Item Name*](#) COMPUTER

[Quantity*](#)

[Unit of Issue*](#) EA



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 Equipment Type Make

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

List of Items Available

Options	Hardware Type	Equipment Type	Make
<input type="button" value="Select"/>	Desktop Systems		
<input type="button" value="Select"/>	Laptops	Apple	Apple
<input type="button" value="Select"/>	Servers	Apple	Other
<input type="button" value="Select"/>	Other Computers		
<input type="button" value="Select"/>	CPUs	Apple	Other
<input type="button" value="Select"/>	CPUs	Windows	Acer
<input type="button" value="Select"/>	CPUs	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 Degussed. 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. Degussing 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.

Vessel Information

Is this vessel 50 feet or over?

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

You are reporting a vessel. Is this vessel 50 feet or over? Yes No

Special Instructions: Contractor Inventory OverSeas Inventory

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.

Aircraft Information

If you enter a FSC with a Federal Supply Group of 1510 or 1520, the system displays a pop-up with mandatory fields that are required to be filled in.

Aircraft Information

Manufacturer:

Manufacture Date: (MM/DD/CCYY)

Model:

Serial Number:

Is Aircraft Operational Yes No

Are Major Components Missing? Yes No

If yes, then select from the list:

Engine Missing

Avionics Other No

Is the Dataplate Available? Yes No

Are Historical and Maintenance Records Available? Yes No

Has aircraft been certified by the Federal Aviation Administration? Yes No

Has aircraft been maintained to Federal Aviation Administration standards? Yes No

Has aircraft been used for non-flight purposes? Yes No

If yes, Select all that apply:

Ground training

Static display

Extensive disassembly and re-assembly

Repeated burning for fire-fighting training

Extensive cannibalization

Special Instruction Fields are as follows:

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

Special Instructions: Contractor Inventory

OverSeas Inventory

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.

Federal Asset Sales Center Fields are as follows:

- [Federal Asset Sales Center:](#)
- [GSA](#) (All commodities and locations nationwide)
 - [USDA - CEPO](#) (Limited to property located within the Washington, D.C. metropolitan area)
 - [DOI/AMD](#) (Limited to aircraft and aircraft parts only: FSG 15)
 - [Dept of Treasury/IRS Vehicle Sales](#) (Limited to passenger vehicles)
 - [Approved Waiver](#) (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)
 - [Legislative and Judicial Branches](#) (Not required to use eFas Sales Centers)

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. GSA has been selling property for Federal agencies for decades and are experts in their field.

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.**

Click on DOI/AMD if you have aircraft or aircraft parts with a Federal Supply Group code of 15 and you want the Department of Interior to sell these items.

Click on Dept. of Treasury/IRS Vehicle Sales if you have passenger vehicles you want Dept. of Treasury to sell.

Click on Approved Waiver if your Agency has an approved Waiver from the Office of Governmentwide Policy to be an Approved Federal Asset 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.

Click on Legislative and Judicial Branches if you are a Legislative or Judicial Agency and do not want to use a Sales Center listed.

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 select 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 either type or select all this data for your first property report, however, GSAXcess® will save this data for you so that you can select it for subsequent reports. You may add new addresses as needed.

When you first create a property report, the system matches your User Id profile. The system pre-fills information that matches your Activity Address Code as maintained by GSAA Advantage or pre-fills information that you have previously entered and that is stored in a dropdown box for you to select the correct reporting entity

Property Report Data Creation

[Save and Menu](#)
[Save and Quit](#)
[Back](#)
[Help](#)

[Print Report](#)
[More Items & Retain Common Data Only](#)
[More Items & Redisplay all Data](#)
[Submit](#)

Fields marked with an asterisk * are required.

Screen Refreshed with Agency Bureau Name

Item Control Number * [Upload Multiple ICN Pictures](#)

Agency Bureau *

Agency Address Contact * 

[Reporting Agency Address](#) *

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

City

Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

[Point of Contact](#) *

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

First Name Last Name

Phone Extension

Fax

Email Address

CC Email Address

Notify Point of Contact when Available for Sale 

[Property Location](#) *

City

Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

[Property Custodian](#) *

First Name Last Name

Phone Extension

Fax

By clicking on the arrow on the right hand side of the drop down box for Agency Address Contact, a listing will be displayed of all available address information in GSAXcess® for your Activity Address Code.

AAMS Property Report Data Creation

Save and Menu Save and Quit Back Help

Print 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 *

703112 | 3191 | 0001 |

Upload Multiple ICN Pictures/Documents

Agency Bureau *

7041 Federal Emergency Management Agency (FEMA) Headquarters

Agency Address Contact*

--Select--

Reporting Agency Address* --Select--

- # 703112-BATISTE - FEMA, LOGISTICS OPERATIONS, WASHINGTON, DC, 20472
- # 703112-BRANTLEY - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-BROTHERTON - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-CHILDREY - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-COCHRAN - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-COLON - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-CRAMER - DHS FEMA, OPERATION PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-DEAN - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 'C' STREET S.W. ROOM 334-13, WASHINGTON, DC, 20472
- # 703112-DONOGHUE - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-DYE - DHS/FEMA HQ (THU), 500 C STREET S.W., FED EMER MNGT AGENCY, DC, 20472
- # 703112-FARRELL - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 'C' STREET ROOM 330, WASHINGTON, DC, 20472
- # 703112-FERAN - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 C STREET S.W. ROOM 307, WASHINGTON, DC, 20472
- # 703112-GILLMAN - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-GUIDRY-STREETER - HDHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, FED EMER MNGT AGENCY, DC, 20472
- # 703112-HARMON - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-HERRING - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 C STREET S.W. ROOM 307, WASHINGTON, DC, 20472
- # 703112-HILL - FEMA, LOGISTICS OPERATIONS, WASHINGTON, DC, 20472
- # 703112-INVIE - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 'C' STREET S.W. ROOM 334-13, WASHINGTON, DC, 20472
- # 703112-JOHNSON - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 C STREET S.W. ROOM 307, WASHINGTON, DC, 20472
- # 703112-JONES JR - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 C STREET S.W. ROOM 307, WASHINGTON, DC, 20472
- # 703112-KEITH - DHS FEMA, THSA CROWDER COLLEGE, NEOSHO, MO, 64850
- # 703112-LADNER JR - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-LILL - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 C STREET S.W. ROOM 307, WASHINGTON, DC, 20472
- # 703112-LOVITT - DHS FEMA, THSA CROWDER COLLEGE, NEOSHO, MO, 64850
- # 703112-MCKAMIE - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-MOATS - DHS FEMA, WASHINGTON, DC, 20472
- # 703112-OWENS - DHS/FEMA, 615 CHESTNUT STREET, 6TH FLOOR, PHILADELPHIA, PA, 19106
- # 703112-RICHARDSON - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472
- # 703112-ROSS - ROSS - DHS FEMA, OPERATIONS PLANNING RESPONSE BRANCH, WASHINGTON, DC, 20472



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

Property Location *

Property Custodian *

Fax

Email Address

Notify Property Custodian when Available for Sale

Property Type: *

If you need assistance, contact your NUO or

- Regular Utilization and Donation Screening
 - No special requirements
 - Surplus sale proceeds retention

By clicking on the selected AAC contact choice, the system fills in all the previously stored address and contact information for the reporter.

AAMS Property Report Data Creation

[Save and Menu](#)
[Save and Quit](#)
[Back](#)
[Help](#)

[Print Report](#)
[More Items & Retain Common Data Only](#)
[More Items & Redisplay all Data](#)
[Submit](#)

Fields marked with an asterisk * are required.

Item Control Number * [Upload Multiple ICN Pictures/Documents](#)

Agency Bureau * 7041 Federal Emergency Management Agency (FEMA) Headquarters

Agency Address Contact* # 703112-FARRELL - FEDERAL EMERGENCY MANAGEMENT AGENCY, 500 'C' STREET ROOM 330, WASHINGTON, DC, 20472

[Reporting Agency Address](#) *
 Check if Reporting Agency Address and Property Location information are the same
 City State ZIP
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

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

[Property Location](#) *

 City State ZIP
 Select City: LOGAN MITCHELL HTS MONAVILLE ROSSMORE WEST LOGAN

[Property Custodian](#) *
 First Name Last Name
 Phone Extension
 Fax
 Email Address
 Notify Property Custodian when Available for Sale

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](#)

If this information is correct, go on to the next field. If it is not correct, simply type over and enter the correct information. It will be stored for the next time you log into the system.

Another method to store addresses is to Click on the hyperlink "[Reporting Agency Address](#)" to the right of the Reporting Agency Address information boxes to permanently add this address and store for future use. This will display the "Select Reporting Agency Address" screen. In the example below, the user clicked on the blue hypertext "Reporting Agency Address" and the following "Select Reporting Agency Address" screen is displayed.

Select Reporting Agency Address

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

Submit

Page No:

Fields marked with an asterisk* are required.

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

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

Previously Entered Reporting Agency Addresses

Add New Reporting Agency Address

Agency Name:
 Address Line1:
 Address Line2:
 Agency City:* State*

Submit

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

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

Select Reporting Agency Address

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

Submit

Page No: 1

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 ADMINISTRATIVE
 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.

GSA 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

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

Select Reporting Agency Address

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

[Submit](#) Page No: 1

Fields marked with an asterisk* are required.

Listed [Click here to Submit](#) [Addresses are pre-filled](#)

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

Previously Entered Reporting Agency Addresses

[Select](#) [Change](#) [Delete](#)

GENERAL SERVICES ADMINISTRATION
2200 CRYSTAL DRIVE
ARLINGTON, VA

Add New Reporting Agency Address

Agency Name:*

Address Line1:

Address Line2:

Agency City:* State*

[Submit](#)



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.

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

[Property Location *](#)

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

GENERAL SERVICES ADMINISTRATION
2200 CRYSTAL DRIVE
City ARLINGTON State VA ZIP 22221 -

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

First Name	Last Name	Extension	Fax Number	Email Address	Select Options
Add New Point of Contact Information					
First Name: * <input type="text"/> NANCY	Last Name: * <input type="text"/> JONES	Extension: <input type="text"/>		Email Address: <input type="text"/> nancy.jones@gsa.gov	
Fax Number: <input type="text"/> - <input type="text"/> - <input type="text"/>					
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 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

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](#) [Hel](#)

[Next](#) [Submit](#) Page No: 1

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>DEPARTMENT OF JUSTICE UNITED STATES MARSHALS SERVICE 600 ARMY NAVY DRIVE, CS3 SUITE 402 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>GENERAL SERVICES ADMINISTRATION CRYSTAL MALL 3, RM. C-11 1931 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>DEA/SAFP 600-700 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>DRUG ENFORCEMENT ADMINISTRATION MANAGEMENT UNIT/SAOP 700 ARMY-NAVY DRIVE. ARLINGTON, VA</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>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](#) Page No: 1

Fields marked with an asterisk* are required.

Property Location Address 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: - -

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".

you can also supply the text associated with the code.

Model*

Item Name*

Special Description Code and Text 

Quantity*

[Unit of Issue](#)*

Original Acquisition Cost (per Unit)*

Total Acquisition Cost

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

[Demilitarization](#)*

Drop After Internal Screening* Yes No

Manufacturer

Date Manufactured (MM/DD/CCYY)

Acquisition Date (MM/DD/CCYY)

Excess Release Date* (MM/DD/CCYY)

Surplus Release Date (MM/DD/CCYY)

Property Description*

characters left 5280

[Print Report](#) [More Items & Retain Common Data Only](#) [More Items & Redisplay all Data](#) [Submit](#)
[Save and Menu](#) [Save and Quit](#) [Back](#) [Help](#)

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)

Special Instructions:

Contractor Inventory

OverSeas Inventory

[Federal Asset Sales Center:](#)

[GSA](#) (All commodities and locations nationwide)

[USDA - CEPO](#) (Limited to property located within the Washington, D.C. metropolitan area)

[DOI/AMD](#) (Limited to aircraft and aircraft parts only. FSG 15)

[Dept of Treasury/IRS Vehicle Sales](#) (Limited to passenger vehicles)

[Approved Waiver](#) (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)

[Legislative and Judicial Branches](#) (Not required to use eFas Sales Centers)

Make

Model*

 [Weapons List](#)* BB RIFLE .177 CAL GAMMO SHADOW

Special Description Code and Text / Serial No

Quantity*

[Unit of Issue](#)* EA

Original Acquisition Cost (per Unit)*

Total Acquisition Cost

Federal Supply Class/National Stock Number * 1510 **National Item Identification Number (NIIN)**

Special Instructions:
 Contractor Inventory
 OverSeas Inventory

Federal Asset Sales Center:
 [GSA](#) (All commodities and locations nationwide)
 [USDA - CEPO](#) (Limited to property located within the Washington, D.C. metropolitan area)
 [DOI/AMD](#) (Limited to aircraft and aircraft parts only. FSG 15)
 [Dept of Treasury/IRS Vehicle Sales](#) (Limited to passenger vehicles)
 [Approved Waiver](#) (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)
 [Legislative and Judicial Branches](#) (Not required to use eFas Sales Centers)

Make

Model*

Item Name * AIRCRAFT, ROTARY WING

Special Description Code and Text / Serial No -

Quantity *

Unit of Issue * EA

Original Acquisition Cost (per Unit) *

Total Acquisition Cost 0



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. The Unit of Issue field is pre-filled with EA for each.



Quantity *

Unit of Issue * EA

Original Acquisition Cost (per Unit) *

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	BUSHHEL	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 Department of Homeland Security

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)

Condition Code

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

Condition *

New/Unused Usable Repairable Salvage Scrap

Hazardous

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

Hazardous *

No Hazardous Material Hazardous Waste

Flight Safety Critical Aircraft Parts (FSCAP Code)

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

Flight Safety Critical Aircraft Part *

Blank E F

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 and 90% of property reported is Demil "A"..

Demilitarization *

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 DHS 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.

Manufacturer (Optional/Required)

This field describes the name of the company that made the property. This field is 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.

Excess Release Date

The Excess Release Date controls when the system removes your property from Internal Screening. For AAMS DHS subscribers the system will fill this field for you.

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

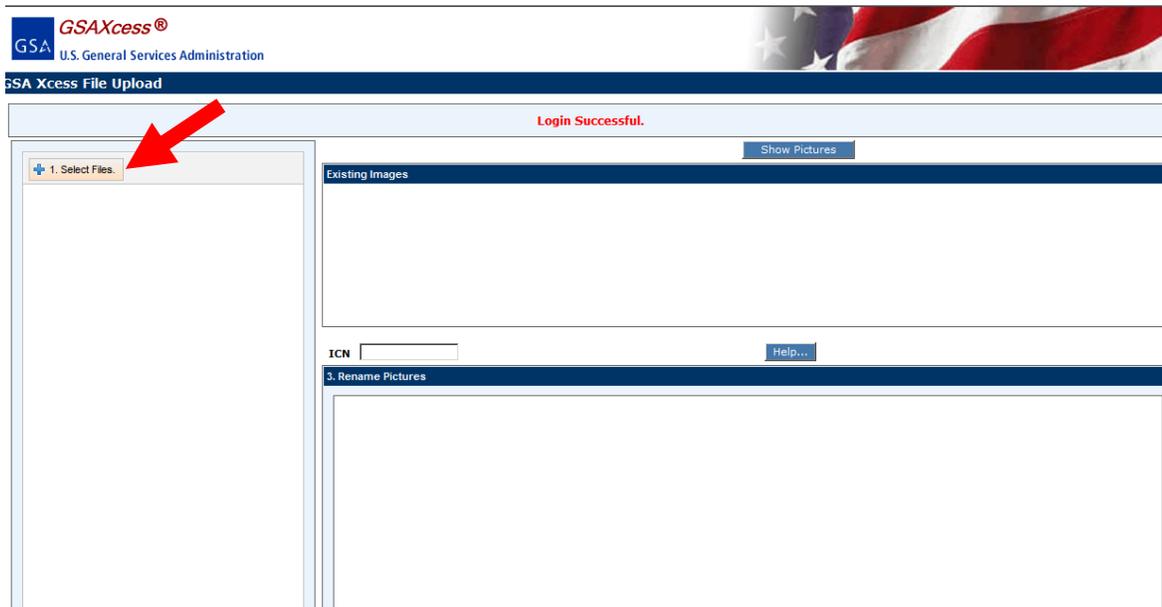
This field provides you with up to 5280 characters of text for description of your property. As you enter more than ten lines of text, the Property Description lines will scroll down as you type. It is mandatory to provide at least one line of Property description data. The more description you provide, 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.

How to Upload Pictures

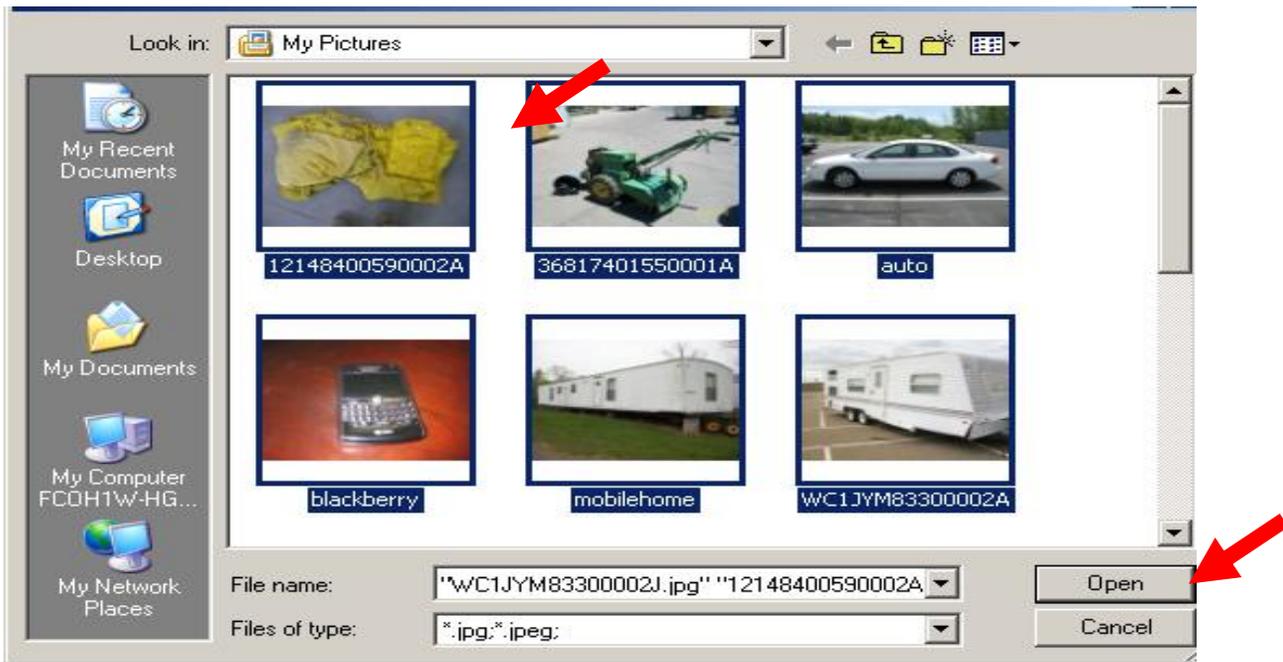
GSA encourages the submission of photos to aid in the reutilization and donation of federal excess/surplus personal property.

Customers can upload pictures by three methods. One method is to Click the Menu button at the top of the page to go to the Main Menu and click on the 'Upload Multiple ICN Pictures' option under 'Report Property Menu' is available to upload pictures. The other two methods are from the "Create or Modify Report" screens.

Selecting the Upload Multiple ICN Pictures option from any of the three methods opens the GSAXcess® File Upload window as shown below.

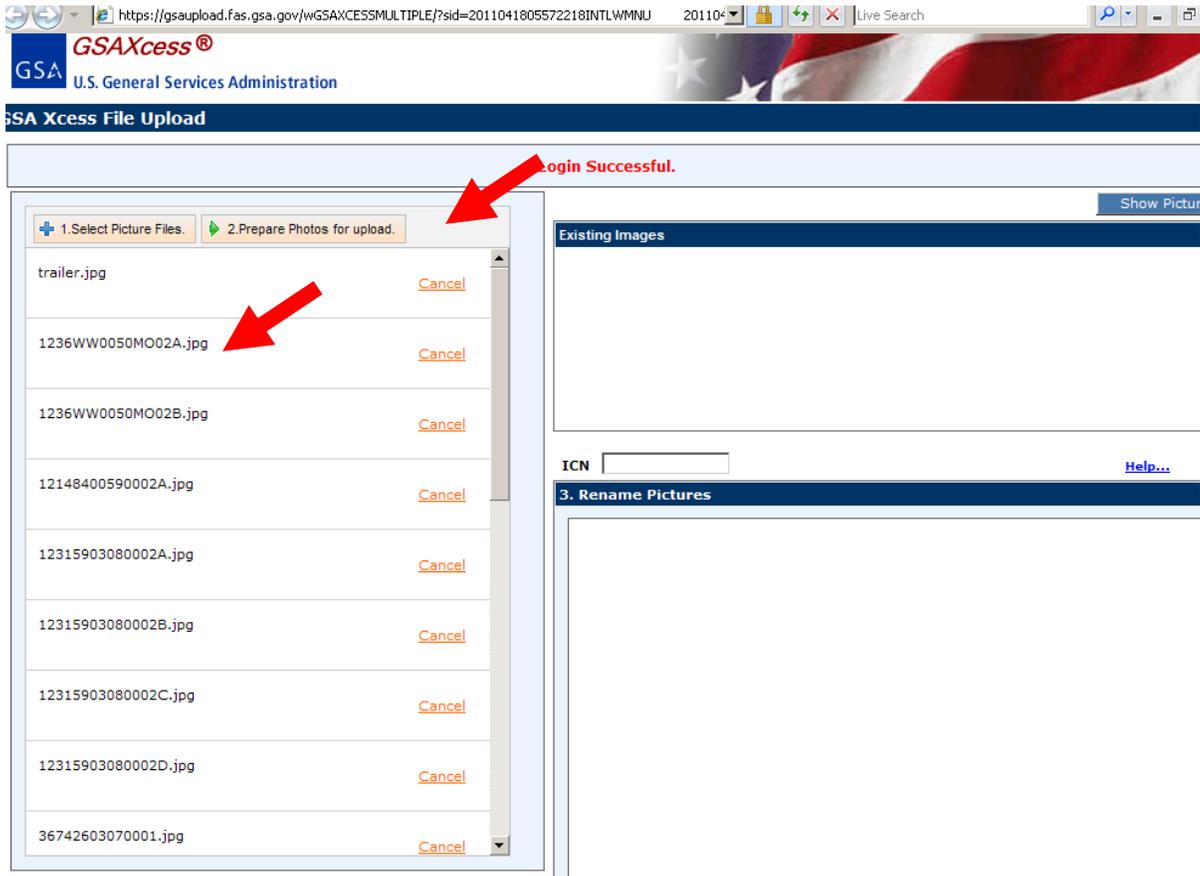


Start by clicking the “Select Files” option on the left of the screen which opens a file selector window shown below. On the File selector window, browse through folders and select the pictures for upload. Customers can upload a maximum of 100 pictures total for all property reports, with the limitation of 12 pictures for each Item Control Number. Customers can rename and upload all pictures from this one screen (12 pictures per ICN). The file **must** be a **.jpg** extension for the system to locate it in your directory. Select required pictures to upload from customer folders and **Click** the ‘**Open**’ button.

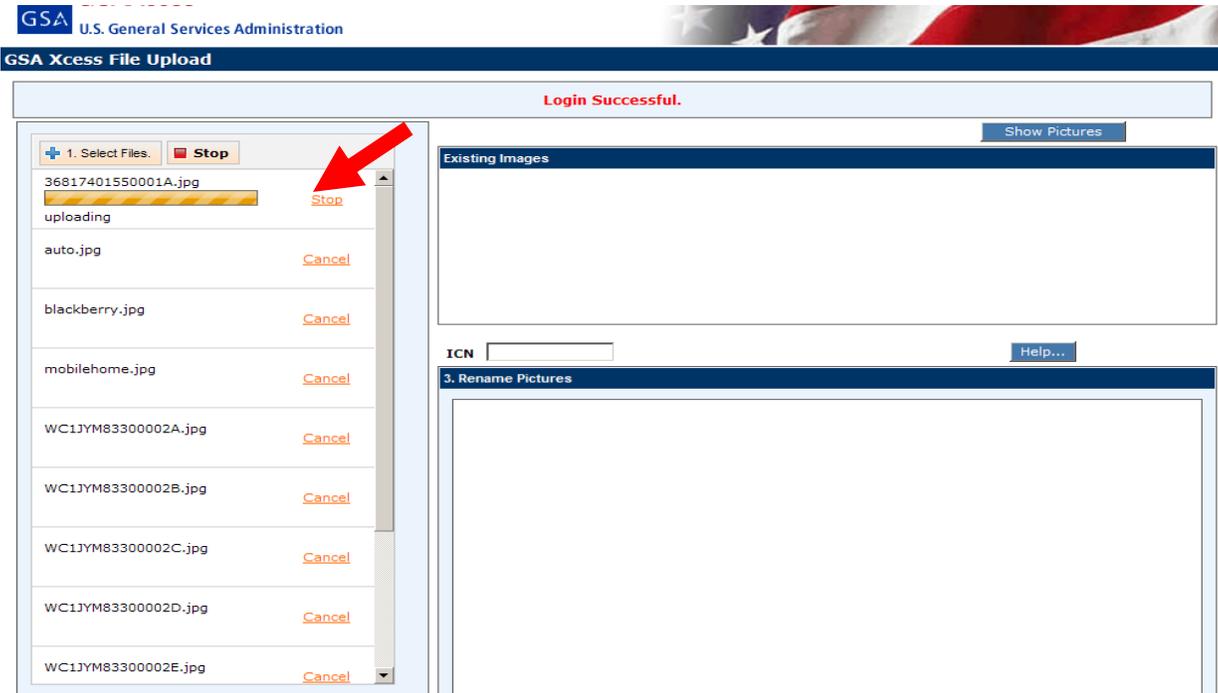


The selected pictures are shown in the left panel on the Picture Upload screen with their current file name, as shown below. The larger the picture, the longer the system takes to resize and upload. When the files are listed, a new button named “Prepare Photos for Upload” is displayed on the screen, which is next to the “Select

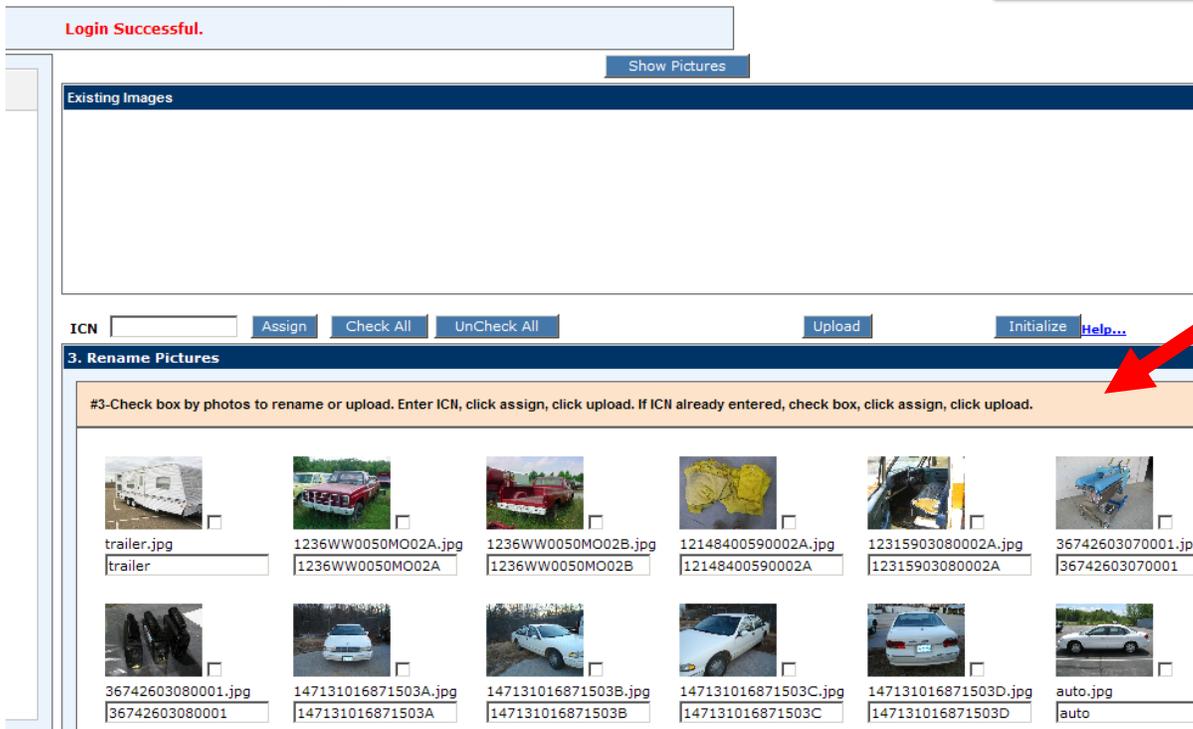
Files” button.



Clicking the “Prepare Photos for Upload” selects all selected pictures for renaming and uploading as shown below. Depending on the size of the .jpg, this may take a minute. To cancel any files from being selected to upload click on “Cancel” next to picture.



If the pictures are already correctly named (following the picture naming guidelines – Item Control Number plus Suffix A through M excluding I) they can be uploaded right away by selecting the checkbox to the right of the picture, clicking assign, and then clicking the “Upload” button as shown below; otherwise customers need to perform an additional step of renaming the pictures before uploading. The system displays all selected pictures in the “Rename Pictures” panel as shown below.



Selecting the photos that have already been named by clicking on the checkbox to the right of the ICN clicking Assign, and then clicking “Upload” will load these pictures to the correct ICN. After selecting the pictures that have already been renamed, Click Assign, then Click on the Upload button. The system will display a

confirmation message that states “Success: Images have been copied. A background job has been scheduled to process and resize them.” All of the pictures that you have selected and processed are now grayed out to show that you have processed them. You can continue on and rename any other photos as needed.

Success: Image(s) have been copied. A background job has been scheduled to process and resize them.

Existing Images

Show Pictures

ICN Assign Check All UnCheck All Upload

3. Rename Pictures

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign

 trailer.jpg <input type="checkbox"/> <input type="text" value="trailer"/>	 1236WW0050MO02A.jpg <input checked="" type="checkbox"/> <input type="text" value="1236WW0050MO02A"/>	 1236WW0050MO02B.jpg <input type="checkbox"/> <input type="text" value="1236WW0050MO02B"/>	 12148400590002A.jpg <input type="checkbox"/> <input type="text" value="12148400590002A"/>	 12315903.jpg <input type="checkbox"/> <input type="text" value="12315903"/>
 36742603080001.jpg <input type="checkbox"/> <input type="text" value="36742603080001"/>	 147131016871503A.jpg <input type="checkbox"/> <input type="text" value="147131016871503A"/>	 147131016871503B.jpg <input type="checkbox"/> <input type="text" value="147131016871503B"/>	 147131016871503C.jpg <input type="checkbox"/> <input type="text" value="147131016871503C"/>	 147131016871503D.jpg <input type="checkbox"/> <input type="text" value="147131016871503D"/>
				

The pictures can be renamed with a different Item Control Number by clicking the checkbox next to the picture(s) and entering the Item Control Number in the ICN input box. The picture that is named trailer.jpg was selected. The ICN of 47308210110001 was entered in the ICN input box.

I. A background job has been scheduled to process and resize them.

Existing Images Show Pictures

ICN 47308210110001 Assign Check All UnCheck All Upload Initialize [Help...](#)

3. Rename Pictures

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

 trailer.jpg <input checked="" type="checkbox"/> trailer	 1236WW0050MO02A.jpg 1236WW0050MO02A	 1236WW0050MO02B.jpg 1236WW0050MO02B	 12148400590002A.jpg 12148400590002A	 12315903080002A.jpg 12315903080002A	 36742603070001.jpg 36742603070001
 36742603080001.jpg 36742603080001	 147131016871503A.jpg 147131016871503A	 147131016871503B.jpg 147131016871503B	 147131016871503C.jpg 147131016871503C	 147131016871503D.jpg 147131016871503D	 auto.jpg auto

Clicking on the “Assign” button will complete the renaming of pictures to the Item Control Number you have entered as shown below. Notice that the picture(s) that have a checkbox by them will be renamed with an Alpha suffix after you click Assign. The picture name trailer.jpg has been reassigned the ICN 47308210110001A. Click upload to complete the upload of this picture.

Existing Images Show Pictures

ICN 47308210110001 Assign Check All UnCheck All Upload Initialize [Help...](#)

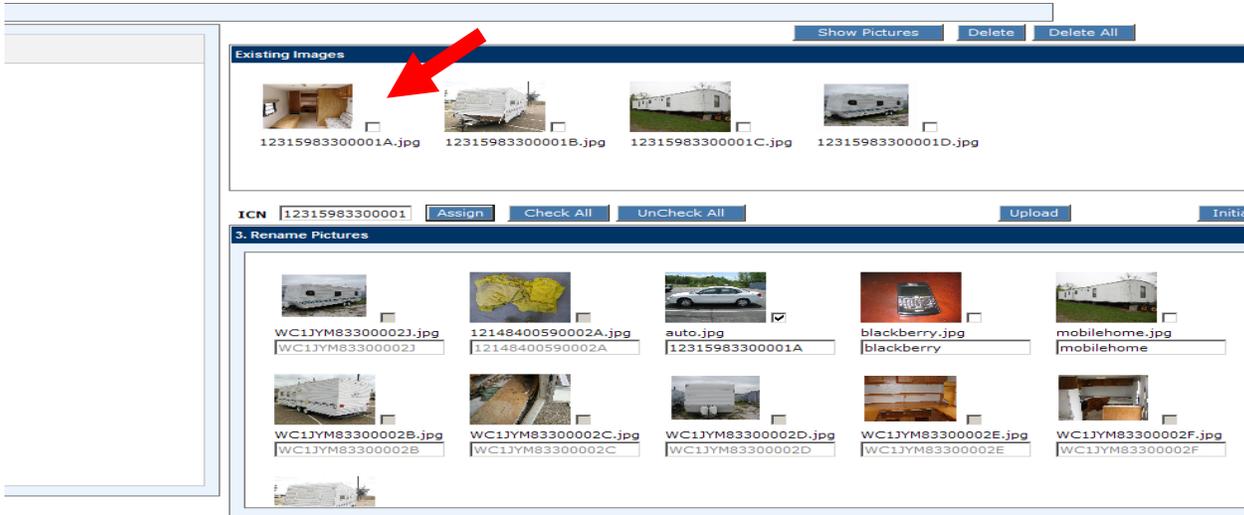
3. Rename Pictures

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

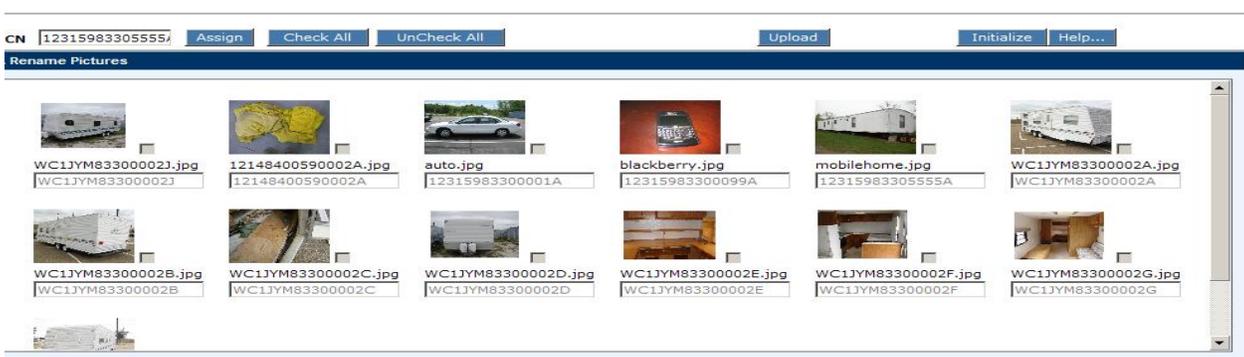
 trailer.jpg <input checked="" type="checkbox"/> 47308210110001A	 1236WW0050MO02A.jpg 1236WW0050MO02A	 1236WW0050MO02B.jpg 1236WW0050MO02B	 12148400590002A.jpg 12148400590002A	 12315903080002A.jpg 12315903080002A	 36742603070001.jpg 36742603070001
 36742603080001.jpg 36742603080001	 147131016871503A.jpg 147131016871503A	 147131016871503B.jpg 147131016871503B	 147131016871503C.jpg 147131016871503C	 147131016871503D.jpg 147131016871503D	 auto.jpg auto

You can continue renaming pictures by selecting the next picture to be renamed and input the new ICN in the Department of Homeland Security 43

ICN input box. Remember to uncheck the previous renaming. You can assign all pictures an ICN and then upload all at once or assign and upload per ICN. If you are uploading up to 100 pictures, you may want to assign all new names and then click upload. NOTE: Remember to select the checkboxes, enter the ICN, click assign and uncheck the previous pictures to assign new names for other pictures.

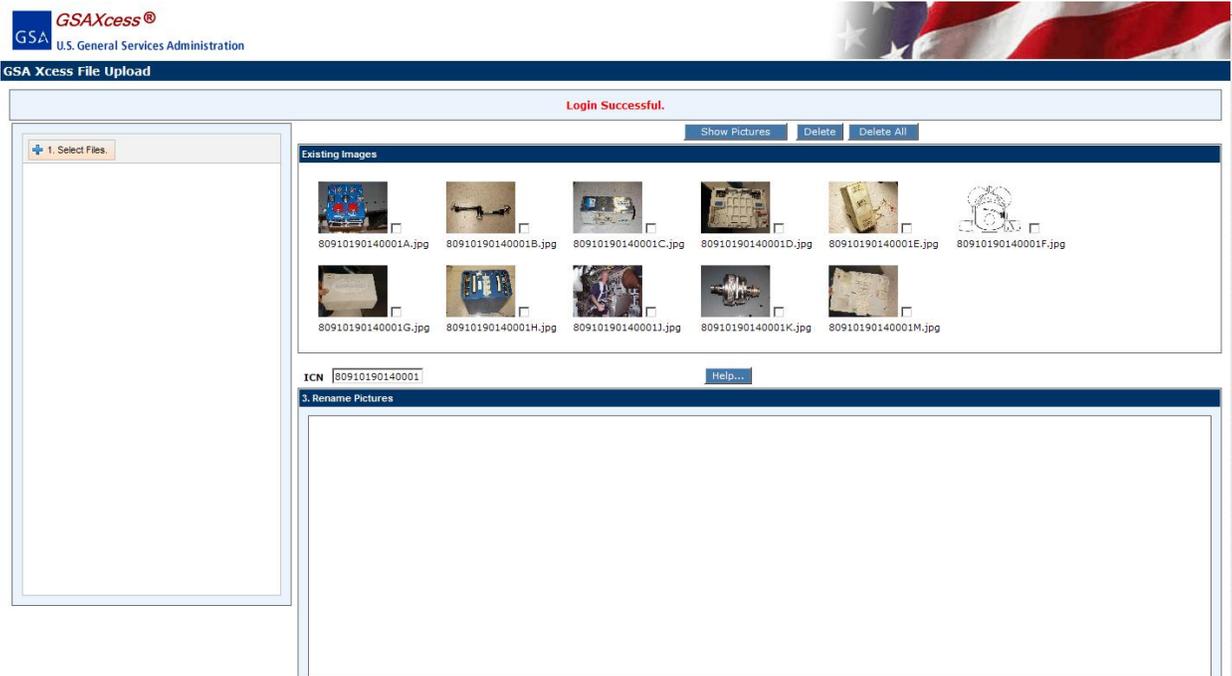


Once the pictures are renamed they are ready to be uploaded. Customers can click on the “Check All” button to select all pictures for uploading for that Item Control Number (a maximum of 12 pictures per ICN). If user intends to upload selected pictures from the list, user needs to select pictures individually by checking the check box next to each picture as shown below. Once all pictures are renamed, click Upload to load the pictures. A system message will display stating: “Success: Image(s) have been copied. A background job has been scheduled to process and resize them.” All the picture checkboxes will be grayed out if successful.

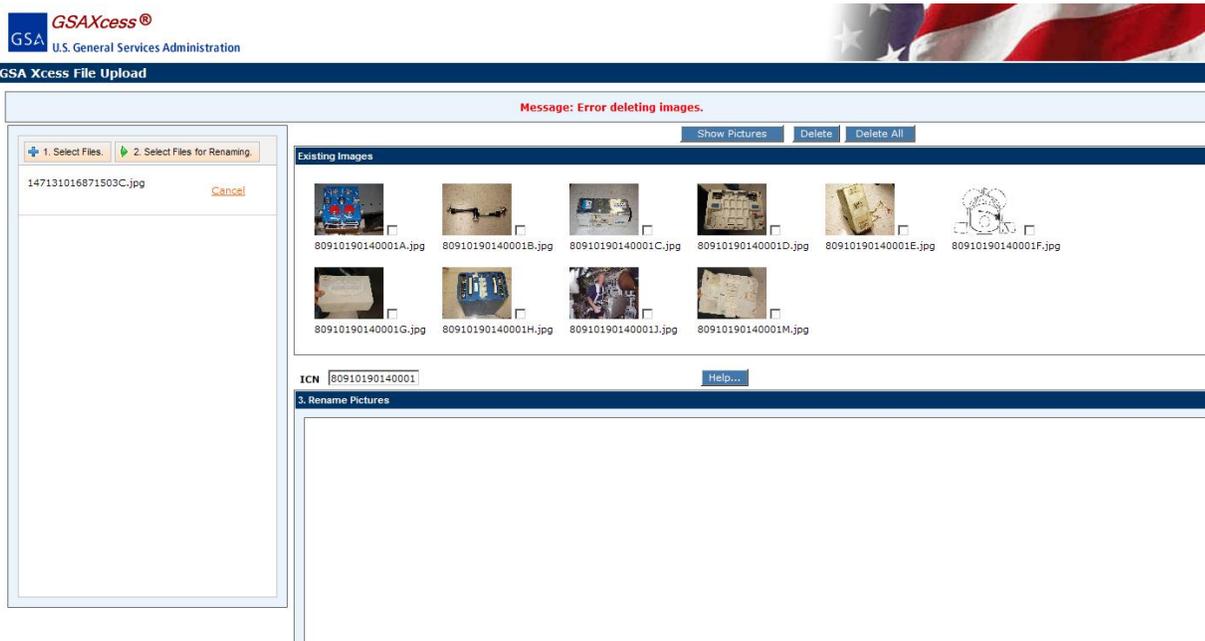


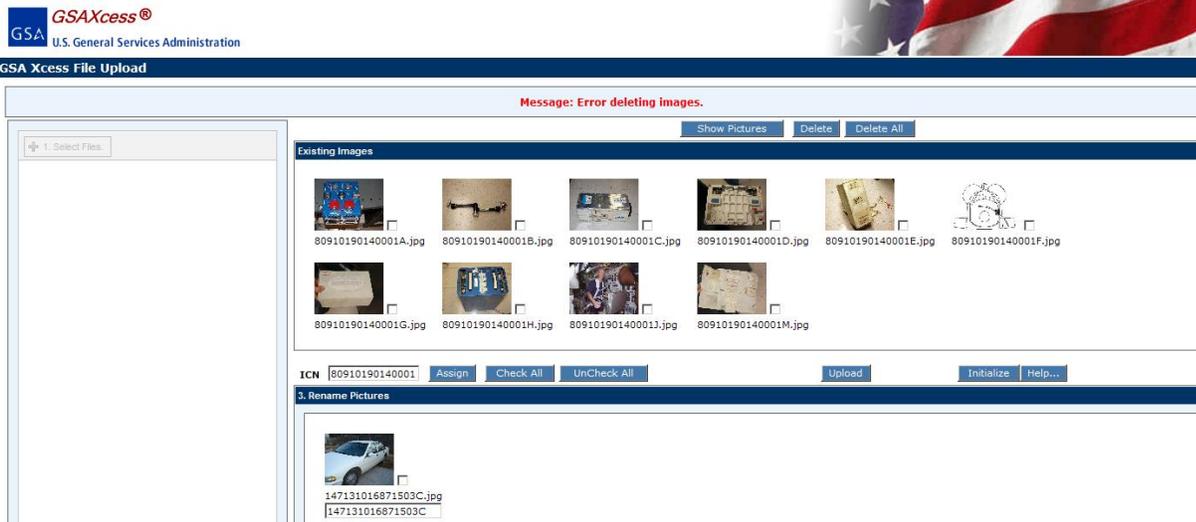
To upload additional pictures, click on the “Initialize” button and start over by selecting files from the directory. Otherwise, close the picture upload session by closing the browser window.

To Add, Delete or Replace pictures, click Upload Multiple ICN Pictures. Enter the ICN of the pictures you want to modify. Click Show Pictures. The Upload Multiple Pictures screen will display with current pictures listed.

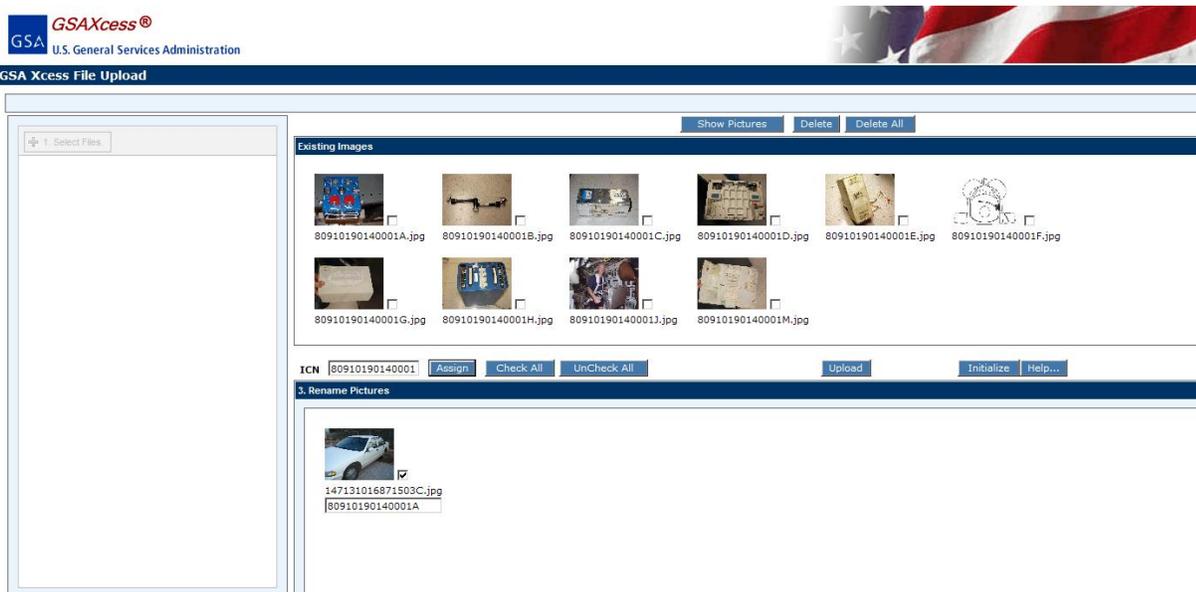


To delete current pictures, click the checkbox to the right of the picture you want deleted, then click Delete. You will receive a confirmation message asking if you are sure you want to delete the picture. To delete all pictures, click Delete All. To add a picture, go to Select Files, select your picture(s), click Select Files for Renaming.

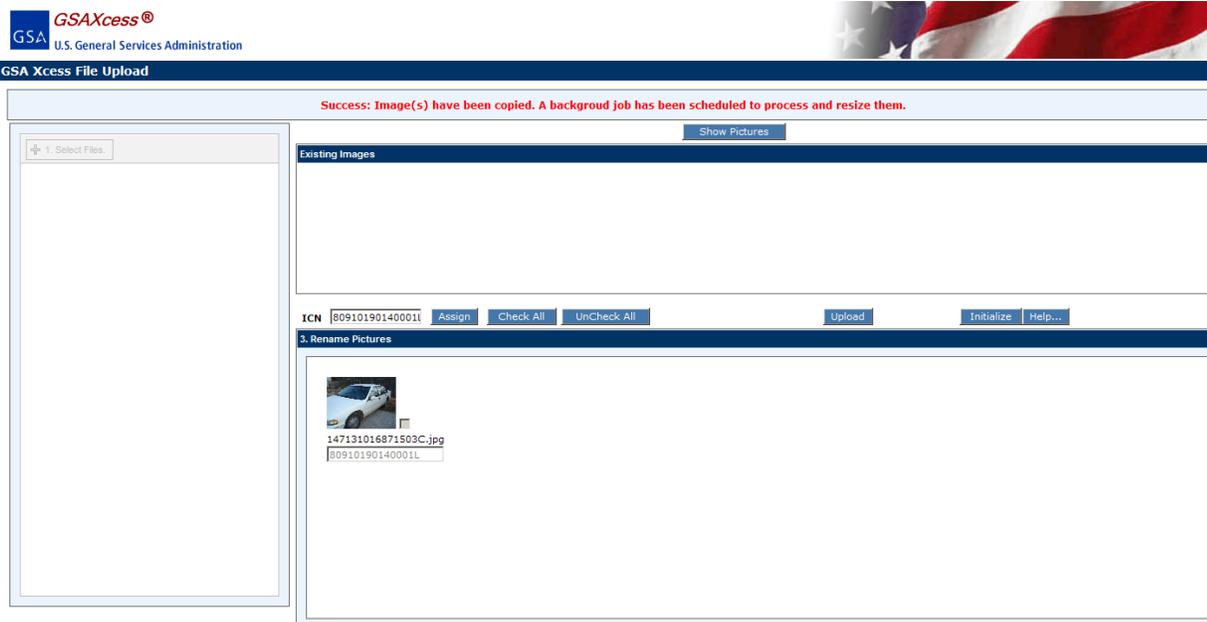




The picture will display in the Renaming Picture screen. Click the checkbox to the right of the picture you want to add or replace. Click Assign.



The picture will be renamed. The suffix will need to be changed if you don't want to replace the first picture with an "A" suffix. In this case, we are adding, so we will add a suffix that hasn't been used. We change the suffix to an "L" and click upload.



When it is grayed out and you get the successful confirmation message, you can exit. The picture has been added. To check, you can go back to the record and it will display the new picture or you can click on Upload Multiple Pictures from modify report and you can see the picture that has been added.

Photograph Naming Conventions for Batch Pictures (ONLY for uploads of multiple photos already named)

- Each photograph must be identified by a separate photograph filename; no more than 12 photographs can be submitted for a single Item Control Number (ICN).
- The photograph filename begins with the ICN (a 15 position field with the 15th space blank or with a suffix) identifying the item being reported for excess by the reporting agency.
- The photograph suffix (consisting of an Alpha character) is added to the end of the ICN for each separate photograph for that item. The large photograph (full view) will end with the photograph suffix 'A', and thumbnails (sectional view) photographs will be from suffix "B through M, excluding the letter I." For example, if an ICN has 12 different photographs, each separate photograph will have a different suffix, **W31G3G4329B408A**, **W31G3G4329B408B**, etc. Please note that all alphabetical letters are capitalized. Therefore, a photograph filename will be either 15 or 16 positions depending on the size of the ICN.

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.

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 “Print 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 "Print 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®

1. 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.

The screenshot shows the GSAXcess® Main Menu with several sections:

- Report Property Menu:** Contains links for Create Report, Modify Report, Review Report, Delete Report (AAMS/EADS/IADS Only), Property Inquiry, and Upload Multiple ICN Pictures/Documents. A red arrow points to the Modify Report link.
- AAMS Menu:** Contains links for Search Items By Category, Search and Select, Change Requests, Delete Requests, Want List Items, Review and Transfer Multiple Items, Transfer Single Item By Control No, and Inquiry/Recall.
- GSAXcess® Main Menu:** Includes a status message "No more records available" and a "Search & Select Menu" with links for Search and Select, Inquire Requests, Change Requests, Delete Requests, Want List Items, and Approve Transfer Orders.
- User Maintenance Menu:** Contains links for APO/NUO, Help Desk, Send Group Email, Update Your Information, and Change Your Password.
- CFL Functions Menu:** Contains links for View/Allocate Requested Items, Confirm Allocations, Transfer, Change Allocation/Transfer, School Search, Resend School Transfer Order, Post Transaction Module, and CFL Equipment Inquiry/Recall.
- CFL Reports:** Contains links for Transfers to Schools & Non-Profits, Transfers by Agency to Schools & Non-Profits, and CFL Total Transfer to a School.
- Help:** A red "Help" button is visible in the top right corner.

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:

NOTE: Changes on the Property Report Screen affect the property report but do 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.

Property Data Update

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

[Print Report](#) [Submit](#)

Fields marked with an asterisk * are required.

Property Item Record found -- Make Changes and Click Submit

Item Control Number* [Upload Multiple ICN Pictures/Documents](#)

Agency Bureau* 7041 Federal Emergency Management Agency (FEMA) Headquarters

Agency Address Contact* [Click on Picture to Enlarge](#)

[Reporting Agency Address](#)*
 Check if Reporting Agency Address and Property Location information are the same
 City
 Select City: FED EMER MNGT AGENCY FED EMER MNGT AGENCY WASHINGTON

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

First Name Last Name
 Phone Extension
 Fax
 Email Address
 CC Email Address
 Notify Point of Contact when Available for Sale

[Property Location](#)*

 City
 Select City: CRESAPTOWN CUMBERLAND LAVALE

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

First Name Last Name
 Phone Extension
 Fax
 Email Address
 Notify Property Custodian when Available for Sale

Property Type:* Regular Utilization and Donation Screening
 If you need assistance, contact your [NUO](#) or No special requirements
 Surplus sale proceeds retention

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. NOTE: You can only modify the day you enter the report. To modify after that

time, please send a message to Nancy.brotherton@gsa.gov.

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.

Personal Property Report


Back
Print
Help

Property Item record displayed

Property Report Number	7031123177 20111
Date Created	06/26/2013
Surplus Release Date	07/01/2013
Excess Release Date	07/11/2013
Condition	Usable
Original Quantity Reported	1 LOT
Quantity Available	1 LOT
Original Unit Acquisition Cost	22,140.00
Fair Market Value	0.00
Total Acquisition Cost	22,140.00
FSC/NIIN	5680
GSA Control No.	
Internal Drop Flag	No
FAS Center	GSA Sales
Exchange/Sale Item	No
Make	VARIOUS
Manufacturer	
Item Name	MANHOLE, WET WELL LINER
Model	VARIOUS



Additional Pictures -- Click to Enlarge




TO (Name and address of agency which report is made through)			
DEPARTMENT OF HOMELAND SECURITY ASSET MANAGEMENT PROGRAMS			
FROM (Name and address of Reporting Agency)			
DHS/FEMA HQ (THU) 500 C STREET S.W. FED EMER MNGT AGENCY , DC-204720000			
For further information contact(Name, Telephone, Extension and Fax No.)			
POC First and Last Name:	QUINTON DYE	Phone:	301 777 4271 Ext: Fax: 301 777 4231
EMAIL Address	QUINTON.DYE@DHS.GOV	CC Email Address	QUINTON.DYE@DHS.GOV
Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No)			
Custodian Name:	QUINTON DYE	Phone:	301 777 4271 Ext: Fax: 301 777 4231
EMAIL Address	QUINTON.DYE@DHS.GOV		
Location of Property			
FEMA/CUMBERLAND 11601 PPG RD CUMBERLAND , MD-215020000			
Property Description			
THIS LOT CONSTIT OF 48" WIDE MANHOLE MATERIAL. THERE ARE 8EA CONCRETE CONES, 2EA CONCRETE RINGS, 10EA CONCRETE BASE SECTIONS, 3EA FIBERGLASS WET WELL LNERS ALONG WITH 3 EA RISER SECTIONS. THESE ITEMS MAY HAVE CHIPS, DINGS OR CRACKS. THE ITEM ARE LOCATED OUTSIDE AND MAY CONTAIN RAIN WATER.			

Go Green... Reuse is Recycling!



Reusing this item instead of buying new is like saving the carbon equivalent of ...

3,444.12 gallons of gasoline used

Select a Measure:

Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

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.

GSAXcess® Main Menu

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)

AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)

Search & Select Menu

No more records available

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

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](#)
- [CFL Total Transfer to a School](#)

Help

The system displays the Review Reports Search Screen.

Review Reports Search Screen

Enter Agency, AAC and make Selection then Submit

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

Back Help

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

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

Make Selection then Submit

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 Number

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

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

ITEM CONTROL NUMBER SEQUENCE		Page : 5
Previous		
No more Property records available		
Item Control Number	Noun Nomenclature	Status
703112 3009 21103	LIFT GENIE & ACCESSORIES	INTERNAL
703112 3009 21104	JACKS AUTOMOTIVE & ACCESSORIES	INTERNAL
703112 3009 21105	TOILETS BOWLS & ACCESSORIES	INTERNAL
703112 3009 21106	TOOLS & MISC PARTS	INTERNAL
703112 3009 21107	MACHINE THREADING, DIE SETS & VISES	INTERNAL
703112 3009 21108	PUMPS MOTOR JET & ACCESSORIES	INTERNAL
703112 3018 A001	MOBILE HOME TESTING TESTED 2010	INTERNAL
703112 3018 A002	TRAVEL TRAILER MAKEONE MODELONE 2010	INTERNAL
703112 2254 0079A	WASTE DISPOSAL EQUIPMENT	EXCESS
703112 2257 0051A	250 GALLON WATER RESERVOIR	EXCESS
703112 2258 0187A	WATER HOSE	EXCESS
703112 2271 0031P	MOBILE HOME FOREST RIVER FEMA1240 2010	EXCESS
703112 2278 D140	SCBA SYSTEM	EXCESS
703112 2278 S050	FIRE FIGHTING GEAR	EXCESS
703112 2324 0001	TEST	EXCESS
703112 2338 M010	TEST ITEM	EXCESS
703112 2338 M011	TEST ITEM	EXCESS
Previous		



There are more than 50 property records available for the AAC of 703112. The red Next Button only displays when you have 50 or more property items to display. You can view the Personal Property Report by clicking on the blue hypertext Item Control Number.

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

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 DHS/EADS Only) under the Report Property Menu.

GSAXcess® Main Menu

[Help](#)

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)



AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)

No more records available

Search & Select Menu

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

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](#)

User Maintenance Menu

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

CFL Reports

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)
- [CFL Total Transfer to a School](#)

The following Delete Property Report screen displays.

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. If there are no property items to delete, a system message on the main menu will display stating, “No Property Records To Delete”.

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

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

To delete your Property Report, contact your National Utilization Officer or GSA Area Property Officer.

How Do I See All My Property?

To view all your property records that are currently screening in all phases of GSAXcess® and property that has completed screening for up to one year or has been transferred or withdrawn within the last 7 days, click on Property Inquiry from the Main Menu.

Enter a specific Item Control Number, a Transfer Control Number or an Activity Address Code to see the property records.

An AAC of 703112 has been entered and Master Dataset Including Related History has been selected. Master Dataset is all current property that is screening or been withdrawn or transferred within the past seven days. History Dataset Including Related Master is all records that have completed screening for up to one year. You can copy and cut and paste to a spreadsheet or document to keep historical records.

Property Inquiry

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

Search

Item Control Number: [] - [] - []
 Transfer Control Number: []
 Activity Address Code: 703112

History Dataset Including Related Master Master Dataset Including Related History
 Internal Property CFL Items Excess Property Search All

Search Results Page 1

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

Sl. No.	Data Set	Item Control Number	Transfer Control Number	Requisition Document Number	Quantity	Requested Quantity	Date Reported	Surplus Release Date	Date Added	Item Status
1	AAMS Master	703112-3018-A002			1		01/18/2013	02/02/2013	01/18/2013	AAMS Master
2	AAMS Master	703112-3018-A001			1		01/18/2013	02/02/2013	01/18/2013	AAMS Master
3	AAMS Master	703112-3009-21108			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
4	AAMS Master	703112-3009-21107			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
5	AAMS Master	703112-3009-21106			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
6	AAMS Master	703112-3009-21105			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
7	AAMS Master	703112-3009-21104			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
8	AAMS Master	703112-3009-21103			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
9	AAMS Master	703112-3009-21102			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
10	AAMS Master	703112-3009-21101			1		01/09/2013	01/24/2013	01/09/2013	AAMS Master
11	AAMS Master	703112-3008-21102			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
12	AAMS Master	703112-3008-21101			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
13	AAMS Master	703112-3008-T016			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
14	AAMS Master	703112-3008-T015			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
15	AAMS Master	703112-3008-T014			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
16	AAMS Master	703112-3008-T013			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
17	AAMS Master	703112-3008-H036			90		01/08/2013	01/23/2013	01/08/2013	AAMS Master
18	AAMS Master	703112-3008-H035			22		01/08/2013	01/23/2013	01/08/2013	AAMS Master
19	AAMS Master	703112-3008-H034			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
20	AAMS Master	703112-3008-H033			1		01/08/2013	01/23/2013	01/08/2013	AAMS Master
21	AAMS Master	703112-3007-T012			1		01/07/2013	01/22/2013	01/07/2013	AAMS Master
22	AAMS Master	703112-3007-T011			1		01/07/2013	01/22/2013	01/07/2013	AAMS Master
23	AAMS Master	703112-3007-S136			1		01/07/2013	01/22/2013	01/07/2013	AAMS Master
24	AAMS Master	703112-3007-S135			1		01/07/2013	01/22/2013	01/07/2013	AAMS Master



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

Help

No more records available

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)

Search & Select Menu

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

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](#)

AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)

User Maintenance Menu

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

CFL Reports

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)
- [CFL Total Transfer to a School](#)



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 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.

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).

GSAXcess® Main Menu

Help

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)

AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No Inquiry/Recall](#)

Search & Select Menu

No more records available

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

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](#)
- [CFL Total Transfer to a School](#)



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

Welcome to GSAXcess®

Enter Access code and Password then click 'Login' button

GSAXcess® Login

Access Code 

Password

Change Password? Enter Access Code, Password and [Click here](#).

Forgot Password? Enter Access Code and [Click here](#).

Update User Contact Information? Enter Access Code, Password and [Click here](#).

GSAXcess® HelpDesk

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.](#)

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?

Welcome to GSAXcess®

Enter Access code and Password then click 'Login' button

GSAXcess® Login

Access Code

Password [Login](#)

Change Password? Enter Access Code, Password and [Click here](#).

Forgot Password? Enter Access Code and [Click here](#).

Update User Contact Information? Enter Access Code, Password and [Click here](#).

GSAXcess® HelpDesk

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.](#)

The following GSAXcess® Login screen displays:

Forgot Password

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

Please enter answer to your clue question, new password and confirm password and click Submit

Access Code : AAMS

User Name : NANCY BRETHERTON

Fields marked with an asterisk * are required.

Please enter answer for your clue question to establish new password

What is your mother's maiden name?*

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

Confirm New Password*

GSAXcess® prompts you to answer your clue question. Enter your clue question answer, then enter new Password and confirm new Password. Click the red submit button to complete the password change. The

system displays a confirmation message stating, “Your Password has been Changed Successfully ...Click Submit to Continue”. When you click submit you are logged into GSAXcess®.

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



Electronic Batch Method

This method is for DHS activities that have a high volume of property to report or for DHS 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 DHS. 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 DHS.

In the past, GSAXcess® required seven types of records for each item reported. However, the current version of GSAXcess®/AAMS DHS 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 DHS 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 DHS. 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 DHS. The Drop File contains records that have been dropped or deleted from the GSAXcess®/AAMS DHS 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 DHS 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 DHS 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 DHS. 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 DHS system.

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

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

What is searched?

When you conduct a search using GSAXcess®/AAMS DHS, you are screening the DHS'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 DHS database can be accessed 24 hours, 7 days a week.

Why is property searched?

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

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

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 DHS hyperlink in the menu bar or the Menu button to access the AAMS DHS main menu.

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) • Interior Asset Disposal System (IADS) • Report Property • Want List • Direct Select • PTM

Global Search [Exact Base] **Go!** Approve TO Basic Search Options Advanced Search **Menu** Home Logout

Worldwide Property Items by Category

All Items Available - All Categories
View Cart (0) Checkout Foreign Gift Disaster Relief Items Help

Total number of items available: 77,437 / Total items available with Photos: 1,683

- [Agricultural Equipment and Supplies \(25/8\)](#)
- [Aircraft \(55/1\)](#)
- [Aircraft Parts and Tires \(2,228/0\)](#)
- [Automobiles \(39/18\)](#)
- [Boats \(18/10\)](#)
- [Clothing and Personal \(533/13\)](#)
- [Communication and Detection Equipment \(1,050/44\)](#)
- [Computer Equipment \(4,731/113\)](#)
- [Computer Software and Accessories \(1,169/54\)](#)
- [Construction Equipment \(137/45\)](#)
- [Electrical and Electronic Equipment and Components \(15,526/47\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(824/34\)](#)
- [Fire Trucks and Fire Fighting Equipment \(193/20\)](#)
- [Food Preparation and Serving Equipment \(159/16\)](#)
- [Furniture \(827/301\)](#)
- [Hardware \(12,658/6\)](#)
- [Household \(269/23\)](#)
- [Industrial Service and Trade Machinery \(105/9\)](#)
- [Industrial Special Machinery \(2,250/35\)](#)
- [Jewelry and Collectibles \(1/0\)](#)
- [Lab Equipment \(1,445/97\)](#)
- [Lighting \(991/7\)](#)
- [Marine Equipment \(169/3\)](#)
- [Materials Handling Equipment \(95/19\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,169/116\)](#)
- [Miscellaneous \(26,207/254\)](#)
- [Motorcycles and Bicycles \(49/22\)](#)
- [Musical Instruments \(6/0\)](#)
- [Navigation Equipment \(118/4\)](#)
- [Office Equipment \(184/35\)](#)
- [Office Supplies and Forms \(126/11\)](#)
- [Photographic Equipment \(304/41\)](#)
- [Recording Equipment \(163/25\)](#)
- [Recreation \(111/10\)](#)
- [Refrigeration and Air Conditioning Equipment \(433/20\)](#)
- [Shuttle \(185/87\)](#)
- [Tools \(611/23\)](#)
- [Travel Trailer and/or Mobile Home \(102/34\)](#)
- [Trucks, Trailers and Tractors \(265/74\)](#)
- [Vehicular Components and Tires \(1,907/4\)](#)

ICN: 89238322560015
PORTABLE VENTILATION UNIT AND CONTROL PANEL (Excess)
« Previous || Next »

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

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) • Interior Asset Disposal System (IADS) • Report Property • Want List • Direct Select • PTM

Basic Search Options Advanced Search Home Logout

GSAXcess® Main Menu Help

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS/IADS Only\)](#)
 - [Upload Multiple ICN Pictures](#)
 - [Property Inquiry](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Approve Transfer Orders](#)
- 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](#)
- AAMS Menu**
 - [Search Items By Category](#)
 - [Search and Select](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No](#)
 - [Inquiry/Recall](#)
- User Maintenance Menu**
 - [APO/NUO](#)
 - [Help Desk](#)
 - [Send Group Email](#)
 - [Update Your Information](#)
 - [Change Your Password](#)
- CFL Reports**
 - [Transfers to Schools & Non-Profits](#)
 - [Transfers by Agency to Schools & Non-Profits](#)

To Search for internal DHS property click on the Search Items By Category hypertext under the AAMS DHS Menu. The system will display the AAMS DHS Worldwide Property Items by Category screen shown below.

Global Search ExactPhrase Basic Search Options

AAMS Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [735](#) / Total items available with Photos: [279](#)

- [Agricultural Equipment and Supplies](#) (2/1)
- [Aircraft](#) (0/0)
- [Aircraft Parts and Tires](#) (0/0)
- [Automobiles](#) (10/10)
- [Boats](#) (9/4)
- [Clothing and Personal](#) (6/6)
- [Communication and Detection Equipment](#) (51/19)
- [Computer Equipment](#) (332/28)
- [Computer Software and Accessories](#) (41/1)
- [Construction Equipment](#) (0/0)
- [Electrical and Electronic Equipment and Components](#) (10/6)
- [Electrical and Electronic Measuring and Testing Equipment](#) (1/1)
- [Fire Trucks and Fire Fighting Equipment](#) (2/2)
- [Food Preparation and Serving Equipment](#) (2/1)
- [Furniture](#) (33/20)
- [Hardware](#) (0/0)
- [Household](#) (2/0)
- [Industrial Service and Trade Machinery](#) (1/0)
- [Industrial Special Machinery](#) (1/0)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (8/7)
- [Lighting](#) (3/3)
- [Manufactured Housing, Park Models, and/or Travel Trailers](#) (119/115)
- [Marine Equipment](#) (0/0)
- [Materials Handling Equipment](#) (0/0)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (4/4)
- [Miscellaneous](#) (56/38)
- [Motorcycles and Bicycles](#) (0/0)
- [Musical Instruments](#) (0/0)
- [Navigation Equipment](#) (2/1)
- [Office Equipment](#) (5/1)
- [Office Supplies and Forms](#) (20/6)
- [Photographic Equipment](#) (6/1)
- [Recording Equipment](#) (2/0)
- [Recreation](#) (0/0)
- [Refrigeration and Air Conditioning Equipment](#) (2/1)
- [Shuttle](#) (0/0)
- [Tools](#) (2/2)
- [Trucks, Trailers and Tractors](#) (0/0)
- [Vehicular Components and Tires](#) (3/1)

The above screen shows all of the property items available in your internal AAMS DHS agency and assigns the property items to categories based on Federal Supply Group/Class. See [Federal Supply Group/Class Guide to GSAXcess® Commodity Categories](#).

There are many categories of property appearing under All Items Available - All Categories. These categories appear as clickable hypertext. The total number of items available for a category and the total number of items with pictures for a category appear in parentheses following the category name. If there are no items presently available for a category, the category will appear in plain text followed by a zero in parentheses (0). The "Total Number of Items Available" is the figure that appears as clickable hypertext above the list of categories representing the sum of all of the category totals followed by the "Total Items Available with Photos" in clickable hypertext.

Clicking on the hypertext "Total Number of Items Available" takes you to the **List of All Items Worldwide** with all property items available for all States. Clicking on the hypertext "Total Number of Items with Photos" will take you to the **List of All Items Worldwide** with all property items available with photos for all States.

Clicking on a hypertext category will take you to either the **Search Results List of Items** (if there are 50 or less property items available in the category as shown below).

AAMS Search Results List of Items

All Categories > All Items Available - All Categories > Automobiles

View Cart (1) Checkout

Total items available with photos: 10 / All items: 10 Search in Results: Exact Phrase Go! Page: 1 <<< Go To

No more records

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition	Requested Quantity
Add to cart	709241-3008-0002		MINI VAN	HI	1	EACH	01/23/2013	Repairable	
Add to cart	703CA2-3007-FG41	X	2004 DODGE STRATUS, 2.7L V6 MPI, WHITE	IL	1	EACH	01/22/2013	Usable	
Add to cart	703112-3003-30011		RECREATIONAL VEHICLE (RV)	MD	1	EACH	01/18/2013	Repairable	
Add to cart	703112-3003-30012		RECREATIONAL VEHICLE (RV)	MD	1	EACH	01/18/2013	Repairable	
Add to cart	703CA2-3007-FG43	X	2003 FORD E-350 VAN, 5.4L V8 EFI, TAN	MN	1	EACH	01/22/2013	Usable	1
Add to cart	703CA2-3007-FG44	X	2006 FORD TAURUS, 3.0L V6 EFI, WHITE	MN	1	EACH	01/22/2013	Usable	
Add to cart	703CA2-3007-FG45	X	2010 FORD EXPEDITION, 4X4, 5.4L V8 3V/EFI, BLUE	MN	1	EACH	01/22/2013	Usable	
Add to cart	703CA2-3008-FG47	X	2003 FORD TAURUS, 3.0L V6 EFI, GOLD	NC	1	EACH	01/23/2013	Usable	
Add to cart	703CA2-3008-FG46	X	2003 FORD EXPLORER, 4.0L V6 EFI, GOLD	TN	1	EACH	01/23/2013	Usable	
Add to cart	703CA2-3007-FG42	X	2005 DODGE GRAND CARAVAN, 3.3L V6 SFI, WHITE	TX	1	EACH	01/22/2013	Usable	

View Cart (1) Checkout Back Help

or to the **Worldwide Property Items for a Category State** list (if there are more than 50 property items available in the category). Each State is followed by a number in parentheses; e.g., (13/2). The number that is hyperlinked in the parenthesis shows the number of photos available for that Category in that State.

Worldwide Property Items for a Category

All Categories > All Items Available - All Categories > Miscellaneous

View Cart (0) Checkout Back Help

Total number of items available: 56 / Total items available with Photos: 36

- Alaska (9/7)
- California (13/13)
- Colorado (1/1)
- Idaho (18/10)
- Nevada (3/3)
- New Mexico (1/0)
- South Dakota (3/0)
- Utah (1/1)
- Virginia (7/1)

Clicking on the State hypertext will list all items available for that State. Clicking on the hypertext in the parenthesis will yield the **Search Results List of Items** for all property items with photos located in that Category in that State.

Is there a method to search for specific property on GSAXcess®/AAMS DHS?

By clicking on the Search and Select hypertext you can enter specific criteria to help narrow your search results and search for specific items.

To do a property search, you must first choose criteria to conduct the search. The AAMS DHS Property Search Screen lists a Global Search, seven (7) Primary Search Criteria, and eight (8) Secondary Search Criteria. GSAXcess®/AAMS DHS 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 DHS will redisplay the AAMS DHS Property Search Screen with a message in the Status Bar at the bottom of the screen indicating how many matching records it found. You enter Computer in the Global Search input box and select a Condition Code of Usable. A Global Search searches the fields in the report property screen of make, manufacturer, noun name, and model. When using the Global Search feature, the system searches for characters in that exact order. You can choose from “Exact Phrase”, “Any of the Words” or “All of the Words”. Using the word “Computer” and “Exact Phrase” specifies you want only records with the entire word “Computer” in one of the fields described above. By selecting the secondary criteria of “usable” you are requesting that all property items with a condition code of usable or above be displayed.

AAMS Property Search

Back Help

Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

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

GSAXcess®/AAMS DHS displays the AAMS DHS 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”. In the following example more than fifty (50) records that match your criteria. There are multiple pages and the next page button is displayed.

AAMS Property Search Results

[View Cart \(0\)](#) [Checkout](#)

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

Page: 1

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



More than 50 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Requested Quantity
Add to cart	708729-3178-0005		COMPUTER C6463A	7025	MT	2	EACH	07/12/2013	Usable	
Add to cart	70168B-0002-0703		 COMPUTER HD058 D-SERIES MONITOR STAND	7025	VT	4	EACH	07/18/2013	New/Unused	
Add to cart	70168B-0001-0703		 COMPUTER PR01X PORT REPLICATOR	7025	VT	3	EACH	07/18/2013	New/Unused	
Add to cart	70168B-0001-0701		 COMPUTER 2003WT MONITOR STAND	7025	VT	20	EACH	07/16/2013	New/Unused	
Add to cart	7065E2-3176-0001		 COMPUTER ADP CENTRAL PROCESSI UNKNOWN	7021	NE	1	LOT	07/10/2013	Usable	
Add to cart	7065E2-3176-0002		 COMPUTER ADP CENTRAL PROCESSI UNKNOWN	7021	NE	1	LOT	07/10/2013	Usable	
Add to cart	7074N6-3177-0107		 COMPUTER CISCO CATALYST 3550 UNKNOWN	7035	TX	1	EACH	07/11/2013	Usable	
Add to cart	7074N6-3177-0103		 COMPUTER CISCO 3550 UNKNOWN	7035	TX	1	EACH	07/11/2013	Usable	
Add to cart	7074P6-3189-00055		COMPUTER DESKTOP SYSTEM DELL OPTIPLEX 755 Intel Core 2 Duo	7010	TX	1	EACH	07/23/2013	Usable	
Add to cart	7074HN-3184-0002		 COMPUTER DISK DRIVES HARD DISK DRIVES LACIE SAFE MOBILE	7025	TX	1	EACH	07/18/2013	Usable	
Add to cart	7074N6-3177-0106		 COMPUTER KEYBOARD USB DELL KEYBOARD/MONITOR COM	7025	TX	1	EACH	07/11/2013	Usable	

By clicking on the hypertext Item Control Number the system displays the AAMS DHS item data sheet, as shown below where you can find more information about the property item.



AAMS Property Data Sheet

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

Item Control Number: 7016BB00020703
 Item Name: COMPUTER HD058 D-SERIES MONITOR STAND
 Screening Ends: July 18, 2013
 FSC/National Stock Number: 7025
 Quantity Available: 4 EACH **Quantity Requested:**
 Orig Unit Acq Cost: \$ 56.62 **Total Acq Cost:** \$ 226.48
 Agency Bureau: Bureau of Citizenship and Immigration Services
 Reporting Agency: TRAINING AND TECHNOLOGY CENTER (TTC)
 POC: W EDWIN COSMAN
 POC Phone: 802-872-9448 Ext:
 POC Fax: 000-000-0000
 POC Email: W.E.COSMAN@USCIS.DHS.GOV
 POC CC Email:
 Property Location: TRAINING AND TECHNOLOGY CENTER (TTC)
 237 HARVEST LANE
 WILLISTON, VT-05495
 Property Custodian: W EDWIN COSMAN
 Custodian Phone: 802-872-9448 Ext:
 Custodian Fax: 000-000-0000
 Custodian Email: W.E.COSMAN@USCIS.DHS.GOV
 Condition: New/Unused **Make/Mfg:** OTHER
 Hazardous: No **Part Number:**
 Demilitarization: No **Model:** HD058



Go Green... Reuse is Recycling!

Carbon savings for this item are not available.

Select a Measure: [Carbon Equivalency Explanations](#)

Item Description
 UNUSED DELL HD058 D-SERIES MONITOR STAND

Item Control Number: 7016BB00020703
 Item Name: COMPUTER HD058 D-SERIES MONITOR STAND

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

You can return to the AAMS DHS Property Search Results by clicking the red “Back” button.

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](#)

[View Cart \(0\)](#) [Checkout](#)

Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search:

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

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

AAMS Property Search Results

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

[View Cart \(0\)](#) [Checkout](#)

SC/NSN : 7025 Page: 1

[Next Page >>>](#)

More than 50 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Request Quantity
Add to cart	708729-3178-0005		COMPUTER C6463A	7025	MT	2	EACH	07/12/2013	Usable	
Add to cart	7016BB-0002-0703		COMPUTER HD058 D-SERIES MONITOR STAND	7025	VT	4	EACH	07/18/2013	New/Unused	
Add to cart	7016BB-0001-0703		COMPUTER PR01X PORT REPLICATOR	7025	VT	3	EACH	07/18/2013	New/Unused	
Add to cart	7016BB-0001-0701		COMPUTER 2009wT MONITOR STAND	7025	VT	20	EACH	07/16/2013	New/Unused	
Add to cart	7074HN-3184-0002		COMPUTER DISK DRIVES HARD DISK DRIVES LACIE SAFE MOBILE HARD DRI	7025	TX	1	EACH	07/18/2013	Usable	
Add to cart	7074N6-3177-0106		COMPUTER KEYBOARD USB DELL KEYBOARD/MONITOR COM	7025	TX	1	EACH	07/11/2013	Usable	
Add to cart	7013AT-3190-0015		COMPUTER MONITORS CRT FLAT PANEL DELL DELL 1700FP MONITOR	7025	GA	2	EACH	07/24/2013	New/Unused	
Add to cart	7091GY-3189-00015		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 1708FP	7025	CA	1	EACH	07/23/2013	Usable	
Add to cart	7013AT-3190-0016		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 2007FP	7025	GA	3	EACH	07/24/2013	Repairable	
Add to cart	7013AT-3190-0017		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 2007FP	7025	GA	3	EACH	07/24/2013	Repairable	
Add to cart	7091GY-3189-00016		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 2007wFP	7025	CA	1	EACH	07/23/2013	Repairable	
Add to cart	7091GY-3189-00017		COMPUTER MONITORS CRT FLAT PANEL DELL 1703FP	7025	CA	1	EACH	07/23/2013	Usable	
Add to cart	703206-3177-0010		COMPUTER MONITORS CRT FLAT PANEL DELL 1800FP	7025	MD	1	EACH	07/11/2013	Repairable	
Add to cart	7022D1-3176-00011		COMPUTER MONITORS CRT FLAT PANEL DELL 1907	7025	NJ	1	EACH	07/10/2013	Repairable	
Add to cart	7091GY-3189-00018		COMPUTER MONITORS CRT FLAT PANEL HP D2837	7025	CA	1	EACH	07/23/2013	Usable	

Global Search - How accurate must the noun name be?

GSAXcess®/AAMS DHS 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 DHS 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 DHS only searches within the DHS database. This same Global Search function is also available in GSAXcess® but it does not search in the DHS 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](#)

[View Cart \(0\)](#) [Checkout](#)

Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search:

Item Name Keyword:

Choose One Primary Search Criterion:

Federal Supply [Group/Class](#) National Item Identification

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

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”.

To search for all records with the words “Kodak Camera” by “Any Word” means that the any one or both 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.

AAMS Property Search Results

View Cart (0) Checkout Back Help

Page: 1

9 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Requested Quantity
Add to cart	7072EA-3189-5434		 BLACKBERRY BOLD 9930 W/CAMERA	7042	LA	1	EACH	07/24/2013	Usable	
Add to cart	7074DR-3172-3620		CAMERA (DIGITAL STILL PICTURE) - SONY MVC-FD71	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	7074DR-3172-3621		CAMERA (DIGITAL STILL PICTURE) - SONY FD MAVICA	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	70916Y-3186-00016		CAMERA COMCORDER AG-196	5836	CA	6	EACH	07/20/2013	Usable	
Add to cart	7074DR-3172-3622		CAMERA, DIGITAL SONY CYBER-SHOT	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	7074DR-3172-3631		CAMERA, DIGITAL, SONY MVC-FD75	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	7074DR-3172-3632		CAMERA, DIGITAL, SONY MVC-FD91	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	7074DR-3172-3633		CAMERA, STILL CAMERA, KODAK DC120	6720	TX	1	EACH	07/18/2013	Scrap	
Add to cart	7022D1-3177-00013		 CAMERAS, STILL PICTURE	6720	NJ	1	EACH	07/11/2013	Reparable	

View Cart (0) Checkout Back Help

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. So the word Kodak would have to be in the noun name, make, model or manufacturer and the word Camera would also have to be in one of those fields.

The search returns one (1) record that contains any of the words “Kodak AND Camera” in any of the search fields. For example, each Noun Name, Make, Model or Manufacturer has Kodak AND Camera in the combined fields.

U.S. General Services Administration

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

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

Global Search

AAMS Property Search Results

View Cart (0) Checkout Back Help

Page: 1

1 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Requested Quantity
Add to cart	7074DR-3172-3633		CAMERA, STILL CAMERA, KODAK DC120	6720	TX	1	EACH	07/18/2013	Scrap	

View Cart (0) Checkout Back Help

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 DHS internal screening. The user entered ICN 7022D1-3177-00013 and clicked the red “Search” button.

AAMS Property Search

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

[View Cart \(0\)](#) [Checkout](#)

Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

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

The following AAMS DHS Item Data Sheet displays confirming that it is still in Internal Screening with an Excess Release Date of July 11, 2013. The Excess Release Date is the date that internal screening ends.

AAMS Property Data Sheet

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

Item Control Number: 7022D1317700013

Item Name: CAMERAS, STILL PICTURE

Screening Ends: July 11, 2013

FSC/National Stock Number: 6720

Quantity Available: 1 EACH **Quantity Requested:**

Orig Unit Acq Cost: \$ 650.00 **Total Acq Cost:** \$ 650.00

Agency Bureau: Bureau of Citizenship and Immigration Services

Reporting Agency: 3DHS CITIZENSHIP & IMMIGRATION SVCS

POC: LUIS COLON

POC Phone: 973-639-7130 Ext: 2330

POC Fax: 973-645-6203

POC Email: LUIS.COLON@DHS.GOV

POC CC Email: RASHIDA.MURJI@DHS.GOV

Property Location: 3DHS CITIZENSHIP & IMMIGRATION SVCS
NEWARK DISTRICT OFFICE
970 BROAD STREET RODINO FED BLDG
NEWARK, NJ-071022506-2506

Property Custodian: LUIS COLON

Custodian Phone: 973-639-7130 Ext: 2330

Custodian Fax: 973-645-6203

Custodian Email: LUIS.COLON@DHS.GOV

Condition: Repairable **Make/Mfg:** SONY

Hazardous: No **Part Number:**

Demilitarization: No **Model:** MVC-FD91

Item Description
SONY DIGITAL STILL CAMERA MVC-FD91 SN# 161270

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



Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of ...

14.09 gallons of gasoline used

Select a Measure:

Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

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

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

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

Excess property is reported by DHS activities to GSAXcess®/AAMS DHS 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 DHS the previous day. 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 Global, Primary or Secondary as illustrated below:

AAMS Property Search

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

[View Cart \(0\)](#) [Checkout](#)

Search
Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search:

Choose One Primary Search Criterion:

Federal Supply National It

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 >) 

Activity Address Code

[State](#)

Region

Condition Code

Make/Manufacturer

Model

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

Search

In the example above, “07092013” (July 9, 2013) was entered as the DATE REPORTED (=OR>) and a global criterion of “Camera”. One item displays as reported on July 9th or after with the word CAMERA in the noun name, make, model or manufacturer fields.

AAMS Property Search Results

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

[View Cart \(0\)](#) [Checkout](#) Page: 1

1 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Requested Quantity
Add to cart	7072FA-3189-5434		 BLACKBERRY BOLD 9930 W/CAMERA	7042	LA	1	EACH	07/24/2013	Usable	

[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

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

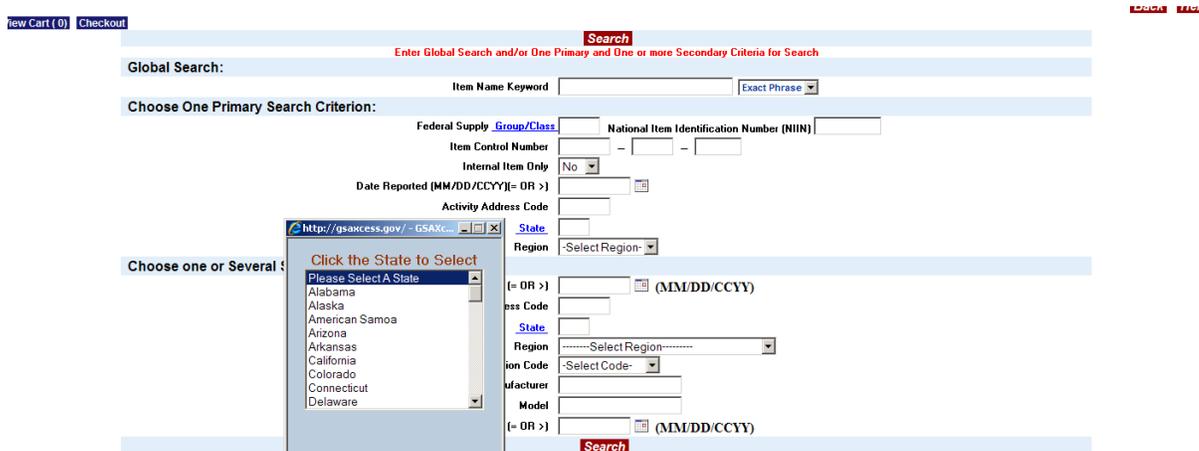
An Activity Address Code (AAC) is a six-character code that identifies a particular government activity. Activity Address Code can be used as a search criterion by DHS activities that are aware that specific DHS activities have desirable property. Like the Date Reported field, Activity Address Code must 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 DHS, "70" is the Agency Code.

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

State can be used as a search criterion by DHS 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 DHS 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 DHS 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.

[New Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Search
Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search: [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 -Select Code-

Model 4 - Usable

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

Search

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.

[New Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Search
Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search: [Exact Phrase](#)

Choose One Primary Search Criterion:

Federal Supply [Group/Class](#) 7025 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 -Select Code-

Model 4 - Usable

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

Search

Matching records are displayed below in the AAMS DHS Property Search Results in summary form with the condition described in text as “New/Unused”, “Usable”, “Repairable”, “Salvage”, and “Scrap”. By selecting 4-Usable, records will be Usable or above.

AAMS Property Search Results

View Cart (0) Checkout Back Help
 SC/NSN : 7025 Page: 1

30 records match your search criteria

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition Code	Requested Quantity
Add to cart	708729-3178-0005		COMPUTER C6463A	7025	MT	2	EACH	07/12/2013	Usable	
Add to cart	70168B-0002-0703		 COMPUTER HD058 D-SERIES MONITOR STAND	7025	VT	4	EACH	07/18/2013	New/Unused	
Add to cart	70168B-0001-0703		 COMPUTER PR01X PORT REPLICATOR	7025	VT	3	EACH	07/18/2013	New/Unused	
Add to cart	70168B-0001-0701		 COMPUTER 2009WT MONITOR STAND	7025	VT	20	EACH	07/16/2013	New/Unused	
Add to cart	7074HN-3184-0002		 COMPUTER DISK DRIVES HARD DISK DRIVES LADIE SAFE MOBILE HARD DRI	7025	TX	1	EACH	07/18/2013	Usable	
Add to cart	7074NG-3177-0106		 COMPUTER KEYBOARD USB DELL KEYBOARD/MONITOR COM	7025	TX	1	EACH	07/11/2013	Usable	
Add to cart	7013AT-3190-0015		COMPUTER MONITORS CRT FLAT PANEL DELL DELL 1700FP MONITOR	7025	GA	2	EACH	07/24/2013	New/Unused	
Add to cart	7091GY-3189-00015		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 1708FP	7025	CA	1	EACH	07/23/2013	Usable	
Add to cart	7091GY-3189-00017		COMPUTER MONITORS CRT FLAT PANEL DELL 1703FP	7025	CA	1	EACH	07/23/2013	Usable	
Add to cart	7091GY-3189-00018		COMPUTER MONITORS CRT FLAT PANEL HP D2837	7025	CA	1	EACH	07/23/2013	Usable	
Add to cart	704125-3178-0008		COMPUTER MONITORS LCD SAMSUNG 170MP	7025	GA	1	EACH	07/17/2013	Usable	
Add to cart	70168B-0005-0626		 COMPUTER MOUSE PS/2 DELL DP N 0W1668	7025	VT	1	EACH	07/11/2013	Usable	
Add to cart	70168B-0009-0626		 COMPUTER MOUSE PS/2 LOGITECH M-SBF90	7025	VT	3	EACH	07/11/2013	Usable	
Add to cart	70168B-0004-0626		 COMPUTER MOUSE USB DELL DP N 0DJ301	7025	VT	9	EACH	07/11/2013	Usable	
Add to cart	70168B-0002-0626		 COMPUTER MOUSE PS/2 DELL DP N 0W1668	7025	VT	35	EACH	07/11/2013	Usable	

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 DHS 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 DHS 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 DHS Want List

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

In GSAXcess®/AAMS DHS 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 DHS 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 DHS Want List will return results for GSAXcess®/AAMS DHS DHS property items only. NOTE: When a want list is entered in DHS AAMS, the system creates a want list in GSAXcess as well and vice versa.

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

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

The screenshot shows the GSAXcess® Main Menu with several sections:

- Report Property Menu**
 - Create Report
 - Modify Report
 - Review Report
 - Delete Report (AAMS/EADS/IADS Only)
 - Property Inquiry
 - Upload Multiple ICN Pictures/Documents
- Search & Select Menu**
 - Search and Select
 - Inquire Requests
 - Change Requests
 - Delete Requests
 - Want List Items
 - Approve Transfer Orders
- 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
- AAMS Menu**
 - Search Items By Category
 - Search and Select
 - Change Requests
 - Delete Requests
 - Want List Items
 - Review and Transfer Multiple Items
 - Transfer Single Item By Control No
 - Inquiry/Recall
- User Maintenance Menu**
 - APO/NUO
 - Help Desk
 - Send Group Email
 - Update Your Information
 - Change Your Password
- CFL Reports**
 - Transfers to Schools & Non-Profits
 - Transfers by Agency to Schools & Non-Profits
 - CFL Total Transfer to a School

A red arrow points to the "Want List Items" link in the AAMS Menu section. A "Help" button is visible in the top right corner.

The following Want Item List screen is displayed as shown below:

How do I use the AAMS DHS Want List” function?

The AAMS DHS 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.

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:

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

Want Item List

Name: JOHN COMMERCE

Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet

Want List Item 7020 COMPUTER Successfully added

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
7020		COMPUTER	Exact Phrase	Repairable	OH KY	07/29/2008	<input type="button" value="Change"/> <input type="button" value="Delete"/>

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State

Expiration Date

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

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

Want Item List

Name: VETERAN AFFAIRS

Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document Excel Sheet

Want List Item 7020 COMPUTER Successfully deleted

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

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State

Expiration Date

The following rules apply to the Want List:

1. A maximum of 10 items are allowed on the Want List.
2. If there is a match for your Want List item, the system email will include a maximum of only the first 50

items found for each match.

3. If your name or email address at the top of the screen needs correcting, go to "Update User Contact Information?" on the GSAXcess® Homepage. If you are unauthorized to make changes to this information contact your National Utilization Officer.

Example of system email

 **GSAXcess@gsa.gov** 12:02 PM (6 minutes ago) ☆  

to undisclosed recipients ▾

To: NANCY.BROTHERTON@GSA.GOV

From: william.m.garrett@hq.dhs.gov

Subject: GSAXcess(R) AAMS Want List (Internal Agency Screening)

Dear JUDY SECURITY,

The following property was reported for screening on 02/21/2013.

Based on the current AAMS Want List you may be interested in this property. AAMS transfers are performed internally within your agency before the property is reported to excess. Once the property is reported to the GSAXcess(R) system it becomes available to other Federal Agencies.

To freeze an item for transfer action from AAMS internal screening, click <http://gsaxcess.gov> . Login to GSAXcess(R) and go to the 'Main Menu'. Click on 'Search and Freeze' under 'AAMS Menu'.

By keeping your AAMS Want List up-to-date with current criteria, you will be notified of newly reported property items as they are reported.

Thank you for your interest in screening internally for excess property within your agency.

Attached is the Notice of Availability of your Want List Item(s):

 **REPORT.RTF**
2K [View as HTML](#) [Download](#)

Requesting Property In AAMS DHS

What does “Select” mean?

In AAMS DHS, “select” means an indication of interest. It does not mean that the quantity you selected is promised to you. As such, an unlimited number of requests may be transacted against an item in AAMS DHS whose quantity available for transfer is one (1).

Do I have to select property to obtain the property?

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

What is the overall select process?

- A DHS requester selects the item in GSAXcess®/AAMS DHS.
- GSAXcess®/AAMS DHS 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 DHS.

How long will GSAXcess®/AAMS DHS retain my property request?

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

Selecting AAMS DHS Property

1. How do I select an AAMS DHS property item?

To select a property item, you must first identify the property. This can be done by performing a search on AAMS DHS Worldwide Property Items by Category or related search screens. The search will produce the Search Results List of Items from which you can select an item from this screen or view the item description before selection on the Property Data Sheet.

In the following example, you are searching in the AAMS DHS Worldwide Property Item by Category screen for "Furniture". You select the property category, "Furniture" which has 128 property items. When you click on "Furniture" the state listing displays because there are more than 50 items in this Category.



AAMS Worldwide Property Items by Category

All Items Available - All Categories

[View Cart \(0\)](#) [Checkout](#)

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

Total number of items available: [754](#) / Total items available with Photos: [359](#)

- [Agricultural Equipment and Supplies](#) (1/1)
- [Aircraft](#) (0/0)
- [Aircraft Parts and Tires](#) (0/0)
- [Automobiles](#) (5/4)
- [Boats](#) (0/0)
- [Clothing and Personal](#) (2/2)
- [Communication and Detection Equipment](#) (83/15)
- [Computer Equipment](#) (237/51)
- [Computer Software and Accessories](#) (72/29)
- [Construction Equipment](#) (1/1)
- [Electrical and Electronic Equipment and Components](#) (25/20)
- [Electrical and Electronic Measuring and Testing Equipment](#) (0/0)
- [Fire Trucks and Fire Fighting Equipment](#) (0/0)
- [Food Preparation and Serving Equipment](#) (2/2)
- [Furniture](#) (128/123)
- [Hardware](#) (1/1)
- [Household](#) (14/7)
- [Industrial Service and Trade Machinery](#) (3/3)
- [Industrial Special Machinery](#) (0/0)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (9/6)
- [Lighting](#) (1/1)
- [Marine Equipment](#) (0/0)
- [Materials Handling Equipment](#) (2/2)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1/1)
- [Miscellaneous](#) (31/23)
- [Motorcycles and Bicycles](#) (0/0)
- [Musical Instruments](#) (0/0)
- [Navigation Equipment](#) (13/0)
- [Office Equipment](#) (48/24)
- [Office Supplies and Forms](#) (15/14)
- [Photographic Equipment](#) (7/1)
- [Recording Equipment](#) (29/4)
- [Recreation](#) (0/0)
- [Refrigeration and Air Conditioning Equipment](#) (3/3)
- [Shuttle](#) (0/0)
- [Tools](#) (0/0)
- [Travel Trailer and/or Mobile Home](#) (17/17)
- [Trucks, Trailers and Tractors](#) (4/4)
- [Vehicular Components and Tires](#) (0/0)

Worldwide Property Items for a Category

[All Categories](#) > [All Items Available - All Categories](#) > [Furniture](#)

[View Cart \(0\)](#) [Checkout](#)

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

Total number of items available: [128](#) / Total items available with Photos: [123](#)

- [California](#) (33/30)
- [Illinois](#) (1/0)
- [Louisiana](#) (5/5)
- [Maine](#) (4/4)
- [Michigan](#) (5/5)
- [Mississippi](#) (1/1)
- [Montana](#) (1/1)
- [Nebraska](#) (9/9)
- [Nevada](#) (2/2)
- [South Carolina](#) (3/3)
- [Tennessee](#) (24/24)
- [Texas](#) (25/24)
- [Washington](#) (15/15)



AAMS Search Results List of Items

[All Categories](#) > [All Items Available - All Categories](#) > [Furniture](#) > [California](#)

[View Cart \(0\)](#) [Checkout](#)

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

Total items available: 33 / Items with photos: [30](#) Search in Results: Page: 1 [<<<Go To](#)

No more records

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition	Requested Quantity
Add to cart	7091HE-3060-00018		BOOKCASE	CA	1	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00014		 CABINET	CA	2	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00125		 CABINET, FILING, 2-DRAWER	CA	1	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00113		 CABINET, FILING, 5-DRAWER	CA	2	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00114		 CABINET, FILING, 5-DRAWER	CA	1	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00126		 CABINET, MAIL	CA	1	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00124		 CABINET, PRINTER	CA	1	EACH	07/12/2013	Usable	
Add to cart	709JAT-2341-00012		 CABINETS, LOCKERS, BINS, AND SHELVING	CA	21	EACH	12/21/2012	New/Unused	9
Add to cart	7091HE-3060-00017		 CHAIRS	CA	4	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00012		 DESK	CA	1	EACH	07/12/2013	Usable	
Add to cart	7091HE-3060-00013		 DESK	CA	7	EACH	07/12/2013	Usable	

You can select the property from this screen by clicking on the Add to Cart button to the left of the property Item Control Number or you can view the property description first by clicking on the hypertext Item Control Number. In this case, you chose to click on the Item Control Number hypertext “[7091HE-3060-00014](#)” to view the description.

AAMS Property Data Sheet

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

Item Control Number: 7091HE306000014
 Item Name: CABINET
 Screening Ends: July 12, 2013
 FSC/National Stock Number: 7110
 Quantity Available: 2 EACH **Quantity Requested:**
 Orig Unit Acq Cost: \$ 70.00 **Total Acq Cost:** \$ 140.00
 Agency Bureau: Immigration and Customs Enforcement
 Reporting Agency: DHS ICE HSI
 POC: LAURA ROSS
 POC Phone: 530-246-5019 Ext:
 POC Fax: 530-246-5036
 POC Email: LAURA.D.ROSS@ICE.DHS.GOV
 POC CC Email:
 Property Location: DHS ICE HSI
 391 HEMSTED DRIVE
 REDDING , CA-96002
 Property Custodian: JERRY BIBLE
 Custodian Phone: 916-429-4204 Ext:
 Custodian Fax: 916-930-3786
 Custodian Email: JERRY.L.BIBLE@ICE.DHS.GOV
 Condition: Usable **Make/Mfg:**
 Hazardous: No **Part Number:**
 Demilitarization: No **Model:**



Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of ...

1.31 gallons of gasoline used

Select a Measure:
 Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

Item Description
 CABINET, FILING, 4 DRAWER, VERTICAL, TAN, METAL 25" D X 15" W X 46 3/4" H.

Item Control Number: 7091HE306000014
 Item Name: CABINET

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

The system displays the Property Data Sheet for Item Control Number 7091HE-3060-00014. The quantity available to select is two (2). You only need one (1).

You then click on the Add to Cart button on the Property Data Sheet to “select” the property item. **Note that the View Cart button has (0) zero quantity in the shopping cart.** A pop-up displays asking you to enter the Selected Quantity that you want to request. Enter the Selected Quantity and click Submit.

AAMS Property Data Sheet

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

Item Control Number: 7091HE30600014
Item Name: CABINET
Screening Ends: July 12, 2013

FSC/National Stock Number: 7110
Quantity Available: 2 EACH Quantity Requested:
Orig Unit Acq Cost: \$ 70.00 Total Acq Cost: \$ 140.00

Agency Bureau: Immigration and Customs Enforcement
Reporting Agency: DHS ICE HSI
POC: LAURA ROSS
POC Phone: 530-246-5019 Ext:
POC Fax: 530-246-5036
POC Email: LAURA.D.ROSS@ICE.DHS.GOV
POC CC Email:

Property Location: DHS ICE HSI
391 HEMSTED DRIVE
REDDING , CA-96002

Property Custodian: JERRY BIBLE
Custodian Phone: 916-429-4204 Ext:
Custodian Fax: 916-930-3786
Custodian Email: JERRY.L.BIBLE@ICE.DHS.GOV

Condition: Usable: Make/Mfg:
Hazardous: No Part Number:
Demilitarization: No Model:



http://gsaxcess.gov/ - GSAXcess@ - S...

Available Quantity: 2
Selected Quantity:
Submit

Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of ...
1.31 gallons of gasoline used

Select a Measure:
Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

Item Description
CABINET, FILING, 4 DRAWER, VERTICAL, TAN, METAL 25"D X 15"W X 46 3/4"H.

Item Control Number: 7091HE30600014
Item Name: CABINET

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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



The following system message displays, "Selected Quantity added to your cart". Note that the View Cart quantity is now one (1). NOTE: The Add to Cart button now says Change Quantity. You have the choice to change the quantity, view your items in your cart, or checkout your items. You choose to view your cart.

AAMS Property Data Sheet

[Change Qty](#) [View Cart \(1 \)](#) [Checkout](#) [Back](#) [Help](#)

Item Control Number: 7091HE30600014 Selected Quantity added to your cart
 Item Name: CABINET
 Screening Ends: July 12, 2013

FSC/National Stock Number: 7110
 Quantity Available: 2 EACH **Quantity Requested:**
 Orig Unit Acq Cost: \$ 70.00 **Total Acq Cost:** \$ 140.00

Agency Bureau: Immigration and Customs Enforcement
 Reporting Agency: DHS ICE HSI
 POC: LAURA ROSS
 POC Phone: 530-246-5019 Ext:
 POC Fax: 530-246-5036
 POC Email: LAURA.D.ROSS@ICE.DHS.GOV
 POC CC Email:

Property Location: DHS ICE HSI
 391 HEMSTED DRIVE
 REDDING , CA-96002

Property Custodian: JERRY BIBLE
 Custodian Phone: 916-429-4204 Ext:
 Custodian Fax: 916-930-3786
 Custodian Email: JERRY.L.BIBLE@ICE.DHS.GOV

Condition: Usable **Make/Mfg:**
 Hazardous: No **Part Number:**
 Demilitarization: No **Model:**

Item Description



Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of ...

1.31 gallons of gasoline used

Select a Measure:
 [Carbon Equivalency Explanations](#)

You click on the View Cart button and the following View and Update Selection Cart screen displays:

AAMS View and Update Selection Cart

[Continue Selecting](#) [Checkout](#) [Back](#) [Help](#)

There are 1 items (ICNs) in your cart

[Update Cart](#)

You may update your cart, checkout or continue selecting Page: 1

Select	Item Control Number	Excess Release Date	Quantity Available	Quantity Requested by others	Quantity Selected	Item Name or Error Message
Delete	7091HE-3060-00014	07/12/2013	2		<input type="text" value="1"/>	CABINET

[Update Cart](#)

From the View and Update Selection Cart screen you can view all your items that are in your cart, view the property data sheet, change the quantity selected, select a priority situation, delete your items, checkout your items, or continue selecting items.

If you decide to Continue Selecting items, click on the Continue Selecting button. Notice the Add to Cart button changes to blue and says Change Qty. The View Cart has one (1) item in it. You decide to check out your items from your cart. The same screen below will be displayed when you click on the Checkout button from the Search Results List of Items or from the View and Update Selection Cart. You click on the Checkout button and you will be directed to the AAMS DHS User Profile screen.

AAMS User Profile Screen

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

Submit

Activity Address Code: 703112

First Name: JUDY Middle Initial: Last Name: SECURITY

Phone No: 571 289 0452 Extn:

***** AGENCY APPROVAL *****

First Name: NANCY Middle Initial: Last Name: BROTHERTON

Room No:

Fax No:

Email: NANCY.BROTHERTON@GSA.GOV

Confirm Email: NANCY.BROTHERTON@GSA.GOV

Agency Bureau: 7041

Shipping Address Attention: TEST ITEM

Address Line 1: DHS FEMA

Address Line 2: OPERATIONS PLANNING RESPONSE BRANCH

Address Line 3: 500 C STREET SW ROOM 613

Address Line 4: WASHINGTON DC 20472

Submit

If the data is correct, click on the red Submit button to continue your transfer or if the data needs revised or changed, place your cursor on the box that needs revised and type over the incorrect information. Then click the red Submit button. You will get a screen message asking you to confirm the data, click Submit again.

The system directs you to the AAMS DHS Update and Checkout Your Cart screen to complete your transfer order. The AAMS DHS Update and Checkout Your Cart screen allows you to update your User Profile, your quantity selected, or to submit your transfer order. If you need to update your User Profile, click on the Edit User Profile hypertext.

The red message line directly underneath “AAMS DHS Update and Checkout Your Cart” provides your status in the checkout process. Click on the “Checkout” button to submit this transfer order and complete your transaction.

AAMS View and Update Selection Cart

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

Continue Selecting [Checkout](#) There are 1 items (ICNs) in your cart **Update Cart**

You may update your cart, checkout or continue selecting Page: 1

Select	Item Control Number	Excess Release Date	Quantity Available	Quantity Requested by others	Quantity Selected	Item Name or Error Message
Delete	7091HE-3060-00014	07/12/2013	2		<input type="text" value="1"/>	CABINET

Update Cart

The system displays a confirmation message stating, “You have successfully checked out XX Transfer Order(s). Note that your cart shows one (1) item as decremented.

AAMS Checkout Confirmation

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

[View Cart \(0\)](#) [Continue Selecting](#) Checked out Transfer Orders : 1 (1 ICNs) Page: 1

You have successfully checked out 1 Transfer Order(s)
There are no more items in the shopping cart to be checked out.

Item Control Number	Date Requested	Sequence Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Item Name or Error Message
7091HE-3060-00014	07/10/2013	0015	2		1	CABINET

Select Documentation

What kind of documentation is generated when I select an AAMS DHS property item?

After you select and checkout an AAMS DHS property item, 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 DHS 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

EXCESS PERSONAL PROPERTY

TO: NANCY BROTHERTON
Room No:
FAX No:
EMAIL Address: NANCY.BROTHERTON@GSA.GOV

FROM: DEPARTMENT OF HOMELAND SECURITY
ASSET MANAGEMENT PROGRAMS

TO: JERRY BIBLE
916-429-4204
916-930-3786(FAX)

Reporting Activity:
DHS ICE HSI
650 CAPITOL MALL, SUITE 3-100
SACRAMENTO, CA 95814-4708

Ordering Activity:
TEST ITEM ONLY - TEST ITEM ONLY
DHS FEMA
OPERATIONS PLANNING RESPONSE BRANCH
500 C STREET SW ROOM 613
WASHINGTON DC 20472

Freeze Activity:
NANCY BROTHERTON
571-289-0452

Dear Approving Official:

Attached is a computer generated Transfer Order for property which is being internally screened within the Department of Interior. The order was initiated as a freeze transaction by NANCY BROTHERTON

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

CUSTODIAN : JERRY BIBLE
916-429-4204
FAX: 916-930-3786

The property being requested is located at the following address:
391 HEMSTED DRIVE
REDDING, CA 96002-

Ship To:
TEST ITEM ONLY - TEST ITEM ONLY
DHS FEMA
OPERATIONS PLANNING RESPONSE BRANCH
500 C STREET SW ROOM 613
WASHINGTON DC 20472

If you have questions regarding the property, direct them to the Point of Contact listed below:
Point of Contact: LAURA ROSS
FAX: 530-246-5036
EMAIL Address: LAURA.D.ROSS@ICE.DHS.GOV

Shipping Instructions:

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

Item Control No. UI Quantity Unit Cost Total Cost
7091HE 3060 00014 EA 1 70.00 70.00

Condition: Used Excess Release Date: 07/12/2013
Reimbursable: No Sales/Exchange: No

Noun Name: CABINET

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.

Reporting Activity Approval: _____ Ordering Agency Approval: _____

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).

SIGNATURE: _____ SIGNATURE: _____

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

DATE: _____ DATE: _____

TITLE: _____ TITLE: _____

FAX: _____

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.

Competing Requests for Property

What is a competing request?

A competing request means that other Bureaus have requested the property that you have selected or are interested in and are competing for the right to acquire that property.

How do I determine if there are competing requests?

The “AAMS DHS Search Results List of Items” screen shows the requested quantity of the property item you want to select in the Request Quantity column. In the example below, the Requested Quantity is one (1). The available quantity is one (1), which tells you that there is one (1) request for this item.

AAMS Search Results List of Items

[All Categories](#) > [All Items Available - All Categories](#) > Computer Equipment

[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: 237 / Items with photos: [51](#) Search in Results: Exact Phrase Page: [<<< Go To](#)

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

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition	Requested Quantity
Add to cart	703CA2-3179-1016		 DELL LCD 17" MONITORS & ASSOCIATED PERIPHERAL EQUIP	AL	1	LOT	07/13/2013	Usable	
Add to cart	709446-3038-00022		 COMPUTER PRINTERS LASER BLACK HP 9050N	AZ	1	EACH	02/22/2013	Usable	1
Add to cart	7094F1-3176-4229		PC DELL OPTIPLEX 745	AZ	1	EACH	07/12/2013	Repairable	
Add to cart	7094F1-3176-4230		PC DELL OPTIPLEX 745	AZ	1	EACH	07/12/2013	Repairable	
Add to cart	7094F1-3176-4231		PC DELL OPTIPLEX 745	AZ	1	EACH	07/12/2013	Repairable	
Add to cart	7094F1-3176-4232		PC DELL OPTIPLEX 745	AZ	1	EACH	07/12/2013	Repairable	
Add to cart	7091GY-3189-00015		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 1708FP	CA	1	EACH	07/23/2013	Usable	
Add to cart	7091GY-3189-00016		COMPUTER MONITORS CRT FLAT PANEL DELL ULTRASHARP 2007WFP	CA	1	EACH	07/23/2013	Repairable	
Add to cart	7091GY-3189-00017		COMPUTER MONITORS CRT FLAT PANEL DELL 1703FP	CA	1	EACH	07/23/2013	Usable	
Add to cart	7091GY-3189-00018		COMPUTER MONITORS CRT FLAT PANEL HP D2837	CA	1	EACH	07/23/2013	Usable	
Add to cart	7091GV-3179-20139		COMPUTER MONITORS CRT STANDARD DELL ULTRASHARP 2007WFP	CA	1	EACH	07/13/2013	Repairable	
Add to cart	7091GY-3189-00014		COMPUTER PRINTERS LASER BLACK CITIZEN-SYSTEMS CBM-1000	CA	1	EACH	07/23/2013	Repairable	
Add to cart	7091GY-3186-00011		COMPUTER PRINTERS LASER BLACK DELL 1720DN	CA	14	EACH	07/20/2013	Repairable	
Add to cart	7091GY-3186-00012		COMPUTER PRINTERS LASER BLACK DELL 2330DN	CA	1	EACH	07/20/2013	Repairable	



How do I view competing requests?

You can view the requests on the property item by clicking the red View Requests button on the Property Data Sheet as shown in the example below. The View Requests button will not be visible if there are no competing requests for the property item. By clicking on the View Requests button you are directed to “Current Actions for An Item Control Number” screen which lists the current request information.

AAMS Property Data Sheet

[Add To Cart](#) | [View Cart \(0\)](#) | [Checkout](#)
Item Control Number: 709446303800022
Item Name: COMPUTER PRINTERS LASER BLACK HP 9050N
Screening Ends: February 22, 2013
FSC/National Stock Number: 7025
Quantity Available: 1 EACH **Quantity Requested:** 1
Orig Unit Acq Cost: \$ 4242.00 **Total Acq Cost:** \$ 4242.00
Agency Bureau: Bureau of Citizenship and Immigration Services
Reporting Agency: DHS CITIZENSHIP & IMMIGRATION SVCS
POC: BETTY LARSEN
POC Phone: 520-620-7585 Ext:
POC Fax: 000-000-0000
POC Email: BETTY.R.LARSEN@USCIS.DHS.GOV
POC CC Email:
Property Location: DHS CITIZENSHIP & IMMIGRATION SVCS
 TUCSON SUB OFFICE
 6431 S COUNTRY CLUB ROAD
 TUCSON, AZ-857065907-5907
Property Custodian: BETTY LARSEN
Custodian Phone: 520-620-7585 Ext:
Custodian Fax: 000-000-0000
Custodian Email: BETTY.R.LARSEN@USCIS.DHS.GOV
Condition: Usable **Make/Mfg:** HP
Hazardous: No **Part Number:**
Demilitarization: No **Model:** 9050N
Date Manufacture: June 01, 2007
Item Description: PRINTER HEWLETT PACKARD LASERJET 9050N HIGH VOLUME - LIKE NEW



Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of...

135.75 gallons of gasoline used

Select a Measure:

[Carbon Equivalency Explanations](#)

Item Control Number: 709446303800022
Item Name: COMPUTER PRINTERS LASER BLACK HP 9050N
[Add To Cart](#) | [View Cart \(0\)](#) | [Checkout](#)

[View Request](#) | [Back](#) | [Help](#)

The Current Actions for An Item Control Number screen lists the Quantity Available, Quantity Requested, Name of the Requestor, State, Requested Date, Status, and Status Date. The Name of the Requestor is in hypertext, but is only viewable with a special permission code for GSA personnel.

[Basic Search Options](#) | [Advanced Search](#) | [Menu](#) | [Home](#) | [Logout](#)
Current Actions For An AAMS Item Control No

Item Control Number: 709446303800022 **Quantity Available:** 1 [Takes you to Previous s](#)

No more records available

Serial No	Quantity	Name	State	Requested Date	Status	Status Date
1	1	MERCER.LORW	AZ	02/15/2013	ALLOCATED	

Changing Requests for an AAMS DHS Property Item

Can I change an AAMS DHS selection request?

Once you have selected property items by checking out your shopping cart, you can change your requests by clicking on the hypertext link “Change Requests”.

GSAXcess® Main Menu

[Help](#)

Report Property Menu

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

Search & Select Menu

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

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](#)

AAMS Menu



- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)

User Maintenance Menu

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

CFL Reports

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

How do I change a property request?

By clicking on the “Change Requests” hyperlink from the AAMS DHS Menu you are taken to the “AAMS DHS Change Existing Requests” screen where you can change the quantity that you requested. The example below shows that you have one (1) checked out Transfer Order with one (1) ICN. The “AAMS DHS Change Existing Requests” screen displays the Item Control Number(s) associated with the checked out property, Quantity Available, Total Quantity Requested, Quantity Requested by User (selected), and Item Name.

To change the quantity of the request, type the preferred quantity in the Quantity Requested box and click on the Update Quantity button.

AAMS Change Existing Requests

View Cart (0) | Checkout | Checked out Transfer Orders : 1 (1 ICNs) | Back | Help | Page: 1

Update Quantity

You may Update Quantity Requested or Delete Requests

Select	Item Control Number	Date Requested	Sequence Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Item Name or Error Message
Delete	7091HE-3060-00014	07/10/2013	0015	2		<input type="text" value="1"/>	CABINET

Update Quantity

How do I delete a property request?

GSAXcess®/AAMS DHS retains request information until it is transferred (updated to the system) or deleted from the system. By clicking on the “Delete Requests” hyperlink from the AAMS DHS Menu you will be taken to the “Delete Requests” screen where you can delete your request and view all your pending requests.

GSAXcess® Main Menu

[Help](#)

Report Property Menu

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

Search & Select Menu

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

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](#)

AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No Inquiry/Recall](#)

User Maintenance Menu

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

CFL Reports

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

The example below shows that you have one (1) property request. The “AAMS DHS Delete Requests” screen displays the Item Control Number(s) associated with the checked out property, FSC, Item Name, Requested Quantity, and Requested Date.

To delete a request, click on the checkbox under the Select column to designate which property item is to be deleted. You will only see the requests you have permission levels to view and change. To delete this property item, click on the red Delete button.

The following screen is displayed with the system prompt, “Are you sure you want to Delete selected 1 Requests?”

If you want to delete this request, click “OK” and. The system displays the following screen with the confirmation delete message that states, “No more records to delete”.



Select	Item Control Number	FSC	Item Name	Requested Quantity	Requested Date
<input type="checkbox"/>	..			0	

Another method to delete your request is from the Change Existing Requests menu. Simply click on the red Delete button to the left of the Transfer Control Number. In the example below, you click on the red Delete button to the right of Item Control Number and click Update Quantity. The following screen displays with a system message the “Selected Request XXXXXX-XXXX-XXXX has been deleted:

Transfer Property

What is the Transfer Property function?

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

- Review your transfer orders;
- Review the freezes against your property in GSAXcess®/AAMS DHS;
- Evaluate competing freezes for your property; and
- 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?

DHS 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 DHS system, if there are any freezes against your property, the system displays a pop-up message as shown below:

Worldwide Property Items by Category

All Items Available - All Categories

View Cart (0) Checkout

Total number of items available

- [Agricultural Equipment and Supplies \(16/17\)](#)
- [Aircraft \(39/1\)](#)
- [Aircraft Parts and Tires \(2,856/17\)](#)
- [Automobiles \(22/18\)](#)
- [Boats \(16/8\)](#)
- [Clothing and Personal \(344/23\)](#)
- [Communication and Detection Equipment \(5/23\)](#)
- [Computer Equipment \(5,183/137\)](#)
- [Computer Software and Accessories \(1,161/94\)](#)
- [Construction Equipment \(92/24\)](#)
- [Electrical and Electronic Equipment and Components \(15,210/35\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(861/43\)](#)
- [Fire Trucks and Fire Fighting Equipment \(181/15\)](#)
- [Food Preparation and Serving Equipment \(110/12\)](#)
- [Furniture \(690/301\)](#)
- [Hardware \(13,832/7\)](#)
- [Household \(235/29\)](#)
- [Industrial Service and Trade Machinery \(83/11\)](#)
- [Industrial Special Machinery \(1,862/36\)](#)
- [Jewelry and Collectibles \(1/0\)](#)
- [Navigation Equipment \(138/4\)](#)
- [Office Equipment \(178/36\)](#)
- [Office Supplies and Forms \(114/16\)](#)
- [Photographic Equipment \(296/35\)](#)
- [Recording Equipment \(186/28\)](#)
- [Recreation \(73/12\)](#)
- [Refrigeration and Air Conditioning Equipment \(361/21\)](#)
- [Shuttle \(153/83\)](#)
- [Tools \(509/24\)](#)
- [Travel Trailer and/or Mobile Home \(91/67\)](#)
- [Trucks, Trailers and Tractors \(239/91\)](#)
- [Vehicular Components and Tires \(1,738/2\)](#)

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!

Foreign Gift Disaster Relief Items Help



ICN: 7072FC22630007
WALL CLOCKS
(Excess)

[<< Previous](#) [Next >>](#)

How do I review and transfer multiple frozen items?

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

Report Property Menu

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Upload Multiple ICN Pictures](#)
- [Property Inquiry](#)

Search & Select Menu

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

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](#)

AAMS Menu

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)



User Maintenance Menu

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

CFL Reports

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

After you click on the blue Review and Transfer Multiple Items hypertext, the system displays the AAMS DHS

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

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

AAMS Review and Transfer Multiple Requested Items

[Back](#) [F](#)

Transfer

No more Request Records

Page:

Item Control Number	Quantity Available	Total Requested	Quantity To Transfer	Item Name/Message
703112-2363-H021	3025	12	<input type="text"/>	PERSONAL PROTECTION COVERALLS

Transfer

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 DHS 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 DHS Evaluate Competing Requests screen. You can transfer from the AAMS DHS Evaluate Competing Requests screen or click on the blue Name hypertext to see who the Agency is that is requesting.

AAMS Review and Transfer Multiple Requested Items

[Back](#) [F](#)

Transfer

No more Request Records

Page:

Item Control Number	Quantity Available	Total Requested	Quantity To Transfer	Item Name/Message
703112-2363-H021	3025	12	<input type="text"/>	PERSONAL PROTECTION COVERALLS

Transfer

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

 **AAMS Requester Information** [Back](#) [Help](#)

Item Control Number	703112 - 2363 - H021	Available Quantity: 3025
Requester Activity Address Code	703112	Requested Quantity : 12
Name	SECURITY JUDY	Transfer Quantity :
Telephone Number:	571 289 0452	Phone Extension :

Approving Official's Data

Name	BROTHERTON NANCY	Room Number:
Email Address	NANCY.BROTHERTON@GSA.GOV	Fax Number : 000 000 0000
Attention Line	TESTING	
Ship to Address	DHS FEMA OPERATIONS PLANNING RESPONSE BRANCH 500 C STREET SW ROOM 613 WASHINGTON DC 20472	

In the example below, after evaluating competing requests you click the red “Transfer” button to transfer the property item from the AAMS DHS Evaluate Competing Freezes. The system redisplay the screen with a “Transferred” confirmation message in the Name field.

AAMS Review and Transfer Multiple Requested Items [Back](#) [Help](#)

Transfer

Item Control Number	Quantity Available	Total Requested	Quantity To Transfer	Item Name/Message
703112-2363-H021	3013		<input type="text"/>	Transfer Successful

Transfer

Page: 1

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”.

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.

Note that the screen displays the freezes in the order that they were created. 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 and to determine who has the most need. The point of contact reviews the competing requests by clicking on the blue Item Control Number (ICN) hypertext of the first ICN.

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 DHS 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.

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 DHS Menu as shown.

<p>Report Property Menu</p> <ul style="list-style-type: none"> Create Report Modify Report Review Report Delete Report (AAMS/EADS/IADS Only) Upload Multiple ICN Pictures Property Inquiry 	<p>Search & Select Menu</p> <ul style="list-style-type: none"> Search and Select Inquire Requests Change Requests Delete Requests Want List Items Approve Transfer Orders 	<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 Items By Category Search and Select Change Requests Delete Requests Want List Items Review and Transfer Multiple Items Transfer Single Item By Control No Inquiry/Recall 	<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

The system will display the AAMS DHS 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, then follow the directions in the Review and Transfer Multiple Items.

Appendix A - Disposal Condition Code

<i>Disposal Condition Code</i>	<i>Definition</i>	<i>Explanation</i>
1 or N	New/Unused	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
4 or U	Usable	Used property that is usable without repairs and most of its useful life remains.
7 or R	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

- 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

<u>FSC</u>	<u>FSC Description</u>
1005	Guns, through 30 mm
1010	Guns, over 30 mm up to 75 mm

1015	Guns, 75 mm through 125 mm
1020	Guns, over 125 mm through 150 mm
1025	Guns, over 150 mm through 200 mm
1030	Guns, over 200 mm through 300 mm
1035	Guns, over 300 mm
1040	Chemical weapons and equipment
1045	Launchers, torpedo and depth charge
1055	Launchers, rocket and pyrotechnic
1070	Nets and booms, ordinance
1075	Degaussing and mine sweeping equipment
1080	Camouflage and deception equipment
1090	Assemblies interchangeable between weapons in two or more cl
1095	Miscellaneous weapons
1105	Nuclear bombs
1110	Nuclear projectiles
1115	Nuclear warheads and warhead sections
1120	Nuclear depth charges
1125	Nuclear demolition charges
1127	Nuclear rockets
1130	Conversion kits, nuclear ordnance
1135	Fusing and firing devices, nuclear ordnance
1140	Nuclear components
1145	Explosive and pyrotechnic components, nuclear ordnance
1190	Specialized test and handling equipment, nuclear ordnance
1195	Miscellaneous nuclear ordnance
1210	Fire control directors
1220	Fire control computing sights and devices
1230	Fire control systems, complete
1240	Optical sighting and ranging equipment
1250	Fire control stabilizing mechanisms
1260	Fire control designating and indicating equipment
1265	Fire control transmitting and receiving equipment, except ai
1270	Aircraft gunnery fire control components
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 Underwater use explosive ordnance disposal and swimmer weapons system
1386	
1390	Fuses and primers
1395	Miscellaneous ammunition
1398	Specialized ammunition handling and servicing equipment
1410	Guided missiles
1420	Guided missile components
1425	Guided missile systems, complete
1427	Guided missile subsystems
1430	Guided missile remote control systems
1440	Launchers, guided missile
1450	Guided missile handling and servicing equipment
1510	Aircraft, fixed wing
1520	Aircraft, rotary wing
1540	Gliders
1550	Drones
1560	Airframe structural components
1610	Aircraft propellers and components
1615	Helicopter rotor blades, drive mechanisms and components
1620	Aircraft landing gear components
1630	Aircraft wheel and brake systems
1640	Aircraft control cable products
1650	Aircraft hydraulic, vacuum, and de-icing system components
1660	Aircraft air conditioning, heating, and pressurizing equipment
1670	Parachutes; aerial pick up, delivery, recovery system; and c
1680	Miscellaneous aircraft accessories and components
1710	Aircraft landing equipment.
1720	Aircraft launching equipment
1730	Aircraft ground servicing equipment
1740	Airfield specialized trucks and trailers
1810	Space vehicles
1820	Space vehicle components
1830	Space vehicle remote control systems
1840	Space vehicle launchers
1850	Space vehicle handling and servicing equipment
1860	Space survival equipment
1905	Combat ships and landing vessels
1910	Transport vessels, passenger and troop
1915	Cargo and tanker vessels
1920	Fishing vessels
1925	Special service vessels
1930	Barges and lighters, cargo
1935	Barges and lighters, special purpose
1940	Small craft
1945	Pontoons and floating docks

1950	Floating dry docks
1955	Dredges
1990	Miscellaneous vessels
2010	Ship and boat propulsion components
2020	Rigging and rigging gear
2030	Deck machinery
2040	Marine hardware and hull items
2050	Buoys
2060	Commercial fishing equipment
2090	Miscellaneous ship and marine equipment
2210	Locomotives
2220	Rail cars
2230	Right-of-way construction and maintenance equipment, railroad
2240	Locomotive and rail car accessories and components
2250	Track material, railroad
2305	Ground effect vehicles
2310	Passenger motor vehicles
2311	Crashed test vehicles
2312	Salvage/scrap vehicles
2320	Trucks and track tractors, wheeled
2330	Trailers
2340	Motorcycles, motor scooters, and bicycles
2350	Combat, assault, and tactical vehicles, tracked
2410	Tractor, full tracked, low speed
2420	Tractors, wheeled
2430	Tractors, full tracked, high speed
2510	Vehicular cab, body, and frame structural components
2520	Vehicular power transmission components
2530	Vehicular brake, steering, axle, wheel, and track components
2540	Vehicular furniture and accessories
2541	Weapons system specific vehicular accessories
2590	Miscellaneous vehicular components
2610	Tires and tubes pneumatic, except aircraft
2620	Tires and tubes, pneumatic, aircraft
2630	Tires, solid and cushion
2640	Tire rebuilding and tire and tube repair materials
2805	Gasoline reciprocating engines, except aircraft; and components
2810	Gasoline reciprocating engines, aircraft prime mover; and components
2815	Diesel engines and components
2820	Steam engines, reciprocating; and components
2825	Steam turbines and components
2830	Water turbines and water wheels; and components
2835	Gas turbines and jet engines, non-aircraft; and components
2840	Gas turbines and jet engines, aircraft, prime moving; and components
2845	Rocket engines and components
2850	Gasoline rotary engines and components
2895	Miscellaneous engines and components
2910	Engine fuel system components, nonaircraft
2915	Engine fuel system components, aircraft and missile prime movers
2920	Engine electrical system components, nonaircraft
2925	Engine electrical system components, aircraft prime moving
2930	Engine cooling system components, nonaircraft
2935	Engine system cooling components, aircraft prime moving

2940	Engine air and oil filters, strainers, and cleaners, nonaircraft
2945	Engine air and oil filters, cleaners, aircraft prime moving
2950	Turbo supercharger and components
2990	Miscellaneous engine accessories, nonaircraft
2995	Miscellaneous engine accessories, aircraft
3010	Torque converters and speed changers
3020	Gears, pulleys, sprockets, and transmission chain
3030	Belting, drive belts, fan belts, and accessories
3040	Miscellaneous power transmission equipment
3110	Bearings, antifriction, unmounted
3120	Bearings, plain, unmounted
3130	Bearings, mounted
3210	Sawmill and planing mill machinery
3220	Woodworking machines
3230	Tools and attachments for woodworking machinery
3405	Saws and filing machines
3408	Machining centers and way-type machines
3410	Electrical and ultrasonic erosion machines
3411	Boring machines
3412	Broaching machines
3413	Drilling and tapping machines
3414	Gear cutting and finishing machines.
3415	Grinding machines
3416	Lathes
3417	Milling machines
3418	Planers and shapers
3419	Miscellaneous machine tools
3422	Rolling mills and drawing machines
3424	Metal heat treating and non-thermal treating equipment
3426	Metal finishing equipment
3431	Electric arc welding equipment
3432	Electric resistance welding equipment
3433	Gas welding, heat cutting, and metalizing equipment
3436	Welding positioners and manipulators
3438	Miscellaneous welding equipment
3439	Miscellaneous welding, soldering, and brazing supplies and accessories
3441	Bending and forming machines
3442	Hydraulic and pneumatic presses, power driven
3443	Mechanical presses, power driven
3444	Manual presses
3445	Punching and shearing machines
3446	Forging machinery and hammers
3447	Wire and metal ribbon forming machines
3448	Riveting machines
3449	Miscellaneous secondary metal forming and cutting machines
3450	Machine tools, portable
3455	Cutting tools for machine tools
3456	Cutting and forming tools for secondary metalworking machinery
3460	Machine tool accessories
3461	Accessories for secondary metalworking machinery
3465	Production jigs, fixtures, and templates
3470	Machine shop sets, kits, and outfits
3510	Laundry and dry cleaning equipment

3520	Shoe repairing equipment
3530	Industrial sewing machines and mobile textile repair shops
3540	Wrapping and packaging machinery
3550	Vending and coin operated machines
3590	Miscellaneous service and trade equipment
3605	Food products machinery and equipment
3610	Printing, duplicating, and bookbinding equipment
3611	Industrial marking machines
3615	Pulp and paper industries machinery
3620	Rubber and plastics working machinery
3625	Textile industries machinery
3630	Clay and concrete products industries machinery
3635	Crystal and glass industries machinery
3640	Tobacco manufacturing machinery
3645	Leather tanning and leather working industries machinery
3650	Chemical and pharmaceutical products manufacturing machinery
3655	Gas generating and dispensing systems, fixed or mobile
3660	Industrial size reduction machinery
3670	Specialized semiconductor, microcircuit, and printed circuit board m
3680	Foundry machinery, related equipment and supplies
3685	Specialized metal container manufacturing machinery and related equipment
3690	Special ammunition and ordnance machinery and related equipment
3693	Industrial assembly machines
3694	Clean work stations, controlled environment, and related equipment
3695	Miscellaneous special industry machinery
3710	Soil preparation equipment
3720	Harvesting equipment
3730	Dairy, poultry, and livestock equipment
3740	Pest, disease, and frost control equipment
3750	Gardening implements and tools
3760	Animal drawn vehicles and farm trailers
3770	Saddlery, harness, whips, and related animal furnishings
3805	Earth moving and excavating equipment
3810	Cranes and crane-shovels
3815	Crane and crane-shovel attachments
3820	Mining, rock drilling, earth boring, and related equipment
3825	Road clearing, cleaning, and marking equipment
3830	Truck and tractor attachments
3835	Petroleum production and distribution equipment
3895	Miscellaneous construction equipment
3910	Conveyors
3915	Materials feeders
3920	Material handling equipment, nonself-propelled
3930	Warehouse trucks and tractors, self-propelled
3940	Blocks, tackle, rigging, and slings
3950	Winches, hoists, cranes, and derricks
3960	Freight elevators
3990	Miscellaneous materials handling equipment
4010	Chain and wire rope
4020	Fiber rope, cordage, and twine
4030	Fittings for rope, cable, and chain
4110	Refrigeration equipment

4120	Air conditioning equipment
4130	Refrigeration and air conditioning components
4140	Fans, air circulators, and blower equipment
4150	Vortex tubes and other related cooling tubes
4210	Fire fighting equipment
4220	Marine, lifesaving and diving equipment
4230	Decontaminating and impregnating equipment
4235	Hazardous material spill containment and clean-up equipment and mate
4240	Safety and rescue equipment
4250	Recycling and reclamation equipment
4310	Compressors and vacuum pumps
4320	Power and hand pumps
4330	Centrifugals, separators, and pressure and vacuum filters
4410	Industrial boilers
4420	Heat exchangers and steam condensers
4430	Industrial furnaces, kilns, lehrs, and ovens
4440	Driers, dehydrators, and anhydrators
4460	Air purification equipment
4470	Nuclear reactors
4510	Plumbing fixtures and accessories
4520	Space and water heating equipment
4530	Fuel burning equipment units
4540	Waste disposal equipment
4610	Water purification equipment
4620	Water distillation equipment, marine and industrial
4630	Sewage treatment equipment
4710	Pipe, tube and rigid tubing
4720	Hose and flexible tubing
4730	Hose, pipe, tube, lubrication, and railing fittings
4810	valves, powered
4820	valves, nonpowered
4910	Motor vehicle maintenance and repair shop specialized equipment
4920	Aircraft maintenance and repair shop specialized equipment
4921	Torpedo maintenance, repair, and checkout specialized equipment
4923	Depth charges and underwater mines maintenance, repair, and checkout
4925	Ammunition maintenance, repair, and checkout specialized equipment
4927	Rocket maintenance, repair and checkout specialized equipment
4930	Lubrication and fuel dispensing equipment
4931	Fire control maintenance and repair shop specialized equipment
4933	Weapons maintenance and repair shop specialized equipment
4935	Guided missile maintenance, repair, and checkout specialized equipment
4940	Miscellaneous maintenance and repair shop specialized equipment
4960	Space vehicle maintenance, repair, and checkout specialized equipment
4970	Multiple guided weapons specialized maintenance and repair
5110	Hand tools, edged, nonpowered
5120	Hand tools, nonedged, nonpowered
5130	Hand tools, power driven
5133	Drill bits, counter bores, and countersinks: hand and machine
5136	Taps, dies, and collets; hand and machine
5140	Tool and hardware boxes
5180	Sets, kits, and outfits of hand tools
5210	Measuring tools, craftsmen's
5220	Inspection gages and precision layout tools

5280	Sets, kits, and outfits of measuring tools
5305	Screws
5306	Bolts
5307	Studs
5310	Nuts and washers
5315	Nails, machine keys, and pins
5320	Rivets
5325	Fastening devices
5330	Packing and gasket materials
5331	O-ring
5335	Metal screening
5340	Hardware
5341	Brackets
5342	Hardware, weapon system
5345	Disks and stones, abrasive
5350	Abrasive materials
5355	Knobs and pointers
5360	Coil, flat, leaf, and wire springs
5365	Bushings, rings, shims, and spacers
5410	Prefabricated and portable buildings
5411	Rigid wall shelters
5419	Collective modular support system
5420	Bridges, fixed and floating
5430	Storage tanks
5440	Scaffolding equipment and concrete forms
5445	Prefabricated tower structures
5450	Miscellaneous prefabricated structures
5510	Lumber and related basic wood materials
5520	Millwork
5530	Plywood and veneer
5610	Mineral construction materials, bulk
5620	Tile, brick and block
5630	Pipe and conduit, nonmetallic
5640	Wallboard, building paper, and thermal insulation materials
5650	Roofing and siding materials
5660	Fencing, fences, gates and components
5670	Building components, prefabricated
5675	Nonwood construction lumber and related materials
5680	Miscellaneous construction materials
5805	Telephone and telegraph equipment
5810	Communications security equipment and components
5811	Other cryptologic equipment and components
5815	Teletype and facsimile equipment
5820	Radio and television communication equipment, except airborne
5821	Radio and television communication equipment, airborne
5825	Radio navigation equipment, except airborne
5826	Radio navigation equipment, airborne
5830	Intercommunication and public address systems, except airborne
5831	Intercommunication and public address systems, airborne
5835	Sound recording and reproducing equipment
5836	Video recording and reproducing equipment
5840	Radar equipment, except airborne
5841	Radar equipment, airborne

5845	Underwater sound equipment
5850	Visible and invisible light communication equipment
5855	Night vision equipment, emitted and reflected radiation
5860	Stimulated coherent radiation devices, components, and accessories
5865	Electronic countermeasures, counter-countermeasures and quick reaction
5895	Miscellaneous communication equipment
5905	Resistors
5910	Capacitors
5915	Filters and networks
5920	Fuses, arrestors, absorbers, and protectors
5925	Circuit breakers
5930	Switches
5935	Connectors, electrical
5940	Lugs, terminals, and terminal strips
5945	Relays and solenoids
5950	Coils and transformers
5955	Oscillators and piezoelectric crystals
5960	Electron tubes and associated hardware
5961	Semiconductor devices and associated hardware
5962	Microcircuits, electronic
5963	Electronic modules
5965	Handsets, handsets, microphones and speakers
5970	Electrical insulators and insulating materials
5975	Electrical hardware and supplies
5977	Electrical contact brushes and electrodes
5980	Optoelectronic devices and associated hardware
5985	Antennas, waveguides, and related equipment
5990	Synchros and resolvers
5995	Cable, cord, and wire assemblies: communication equipment
5996	Amplifiers
5998	Electrical and electronic assemblies, boards, cards, and associated
5999	Miscellaneous electrical and electronic components
6004	Rotary joints - fiber optics
6005	Couplers, splitters, and mixers
6006	Attenuator variable, light signals
6007	Filters - fiber optics 150 mm
6008	Optical multiplexers/demultiplexers
6010	Fiber optic conductors
6015	Fiber optic cables
6020	Fiber optic cable assemblies and harnesses
6021	Fiber optic switches
6025	Fiber optic transmitter
6026	Fiber optic receivers
6029	Optical repeaters
6030	Fiber optic devices
6031	Integrated optical circuits
6032	Fiber optic light sources and photo detectors
6033	Fiber optic photo detectors
6034	Fiber optic modulators/demodulators
6035	Fiber optic light transfer and image transfer devices
6040	Fiber optic sensors
6050	Fiber optic passive devices

6060	Fiber optic interconnectors
6070	Fiber optic accessories and supplies
6080	Fiber optic kits and sets
6099	Miscellaneous fiber optic components
6105	Motors, electrical
6110	Electrical control equipment
6115	Generators and generator sets, electrical
6116	Fuel cell power units, components, and accessories
6117	Solar electric power systems
6120	Transformers: distribution and power station
6125	Converters, electrical, rotating
6130	Converters, electrical, nonrotating
6135	Batteries, nonrechargeable
6140	Batteries, rechargeable
6145	Wire and cable, electrical
6150	Miscellaneous electric power and distribution equipment
6160	Miscellaneous battery retaining fixtures, liners/ancillary items
6210	Indoor and outdoor electric lighting fixtures
6220	Electric vehicular lights and fixtures
6230	Electric portable and hand lighting equipment
6240	Electric lamps
6250	Ballasts, lamp holders, and starters
6260	Nonelectrical lighting fixtures
6310	Traffic and transit signal systems
6320	Shipboard alarm and signal systems
6330	Railroad signal and warning devices
6340	Aircraft alarm and signal systems
6350	Miscellaneous alarm, signal, and security detection systems
6505	Drugs and biologicals
6508	Medicated cosmetics and toiletries
6509	Drugs and biologicals, veterinary use
6510	Surgical dressing materials
6515	Medical and surgical instruments, equipment, and supplies
6520	Dental instruments, equipment, and supplies
6525	X-ray equipment and supplies: medical, dental, veterinary
6530	Hospital furniture, equipment, utensils, and supplies
6532	Hospital and surgical clothing and related special purpose items
6540	Ophthalmic instruments, equipment, and supplies
6545	Replenishable field medical sets, kits, and outfits
6550	In vitro diagnostic substances, reagents, test kits and sets
6605	Navigational instruments
6610	Flight instruments
6615	Automatic pilot mechanisms and airborne gyro components
6620	Engine instruments
6625	Electrical and electronic properties measuring and testing instruments
6630	Chemical analysis instruments
6635	Physical properties testing equipment
6636	Environmental chambers and related equipment
6640	Laboratory equipment and supplies
6645	Time measuring instruments
6650	Optical instruments, test equipment, components and accessories
6655	Geophysical instruments
6660	Meteorological instruments and apparatus

6665	Hazard-detecting instruments and apparatus
6670	Scales and balances
6675	Drafting, surveying, and mapping instruments
6680	Liquid and gas flow, liquid level and mechanical motion measuring in Pressure, temperature, and humidity measuring and controlling instruments
6685	
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
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
7540	Standard forms
7610	Books and pamphlets
7630	Newspapers and periodicals
7640	Maps, atlases, charts, and globes
7641	Aeronautical maps, charts and geodetic products
7642	Hydrographic maps, charts and geodetic products
7643	Topographic maps, charts and geodetic products
7644	Digital maps, charts and geodetic products
7650	Drawings and specifications
7660	Sheet and book music
7670	Microfilm, processed
7690	Miscellaneous printed matter
7710	Musical instruments
7720	Musical instrument parts and accessories
7730	Phonographs, radios, and television sets: home type
7735	Parts and accessories of phonographs, radios, and television set
7740	Phonograph records
7810	Athletic and sporting equipment
7820	Games, toys, and wheeled goods
7830	Recreational and gymnastic equipment
7910	Floor polishers and vacuum cleaning equipment
7920	Brooms, brushes, mops, and sponges
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8020	Paint and artists' brushes
8030	Preservative and sealing compounds
8040	Adhesives
8105	Bags and sacks
8110	Drums and cans
8115	Boxes, cartons, and crates
8120	Commercial and industrial gas cylinders
8125	Bottles and jars
8130	Reels and spools
8135	Packaging and packing bulk materials
8140	Ammunition and nuclear ordnance boxes, packages and special containers
8145	Specialized shipping and storage containers
8305	Textile fabrics
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
8920	Bakery and cereal products
8925	Sugar, confectionery, and nuts
8930	JAAMS, 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
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.