

Federal Disposal System (FEDS) / Interior Asset Disposal System (IADS) User Guide

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- About GSAXcess®/IADS 7
 - 1. What is GSAXcess®/IADS? 7
 - 2. Who can use GSAXcess®/IADS? 7
- How to Print and/or Download this Document..... 7
 - 1. To Print A Section (recommended) 7
 - 2. To Download the Entire Document 7
- Hardware and Software Requirements 8
 - 1. What do I need? 8
 - 2. GSAXcess® Browser Trouble Shooting Guide?..... 8
- Gaining Entry..... 9
 - 1. How do I gain entry to GSAXcess®? 9
 - 2. What is the GSAXcess® website address?..... 9
- Navigating in GSAXcess®: 9
 - 1. How do I navigate from field to field?..... 9
 - 2. How do I delete an entry? 9
 - 3. How do I print a GSAXcess® page? 9
- Log On Screens and Main Menu 10
 - 2. How do I connect with GSAXcess®? How do I logon? 11
 - 3. After I log-on, what happens next?..... 13
 - GSAXcess® Practice Module..... 13
 - 4. How do I access the Main Menu screen?..... 13
 - Report Property Menu..... 14
 - Search & Select Menu 15
 - IADS Menu 15
 - CFL Functions Menu 15
 - User Maintenance Menu 15
 - 5. How do the Help Screens work?..... 15
 - 6. How do I navigate from screen to screen?..... 15
- Internal Screening Basics (IADS)..... 17
 - 1. What is Internal Screening?..... 17

2. What are the time frames for Internal Screening?	17
3. How do I format the Excess Release Date and Drop After Internal Screening?	17
4. What happens after Internal Screening?	18
Reporting Property	18
On Line Property Reporting.....	18
1. Where do I start?.....	18
2. How do I get to the Property Reporting Function in GSAXcess®?	18
3. Report Property Navigation?	20
Create property report	20
1. How to Create A Property Report?.....	20
FSC/NSN	23
Special FSC's.....	24
Vehicle Information	24
Computer Equipment	26
Vessel Information.....	27
Aircraft Information.....	27
2. How do I create new addresses in my personal address file?	29
3. How do I retrieve previously entered addresses for my property report?.....	34
4. How do I retrieve previously entered Contact Information for my property report?	36
Property Data Screen Options.....	38
Make, and Model (Optional/Required).....	38
Item Name (Required)	38
Special Description Code and Text (Optional).....	38
Quantity.....	40
Unit of Issue.....	40
Original Acquisition Cost	40
Fair Market Value	41
Condition Code	41
Hazardous	41
Flight Safety Critical Aircraft Parts (FSCAP Code).....	41

Demilitarization Code.....	41
Drop After Internal Screening	41
Manufacturer (Optional/Required)	42
Date Manufactured and Acquisition Date (Optional).....	42
Excess Release Date	42
Surplus Release Date (Optional).....	42
Property Description	42
How to Upload Pictures	42
5. What if I have more than one item for this property report?	51
6. How can I get a copy of my completed property report?	51
Modify Property Reports in GSAXcess®.....	51
1. What if I need to change some of the data on my property report?.....	51
2. How do I change property item information?.....	52
3. What if I need to add more items to my property report?.....	54
Review Property Reports	54
1. How can I review my active property reports?.....	54
2. How can I review my property reports by Item Control Number sequence?	56
3. How can I review my property reports by Report Date and Item Control Sequence Number?	58
4. How can I review my property reports by Report Number or Item Control Number Sequence?	59
Delete Property Reports	59
What if I need to delete my property report in Internal Screening?	59
What if I need to delete my property report in GSAXcess®?	61
How Do I See All My Property?.....	61
User Maintenance	62
How do I update my user information?	62
How do I change my password?	63
What if I forgot my password?	65
Electronic Batch Method	66
Batch Property Reporting	66
1. How do I report my property to GSAXcess®/IADS via the Electronic Batch Method?	66

2. What method do I use to transmit my files to GSAXcess®/IADS?	67
3. How do I set up the process for my first transmission?.....	67
4. How does the process work after the initial test?	67
5. What is the Drop File and when should I look for it?.....	67
Searching for property	68
1. Who can search for property?	68
2. What is searched?	68
3. When can I search for property?.....	68
4. Why is property searched?.....	68
5. How do I search for property on GSAXcess®/IADS?	68
5. Is there a method to search for specific property on GSAXcess®/IADS?	73
7. Should I search by the Federal Supply Class?	76
8. Global Search - How accurate must the noun name be?	77
9. Item Control No-- When should I use this search criterion?	79
10. Internal Screen Only – what is this and how do I know if an item is an Internal Screen Only?	80
11. Date Reported (= OR >)– How can this search help me?.....	80
12. Activity Address Code – Why use this code, and can I enter any AAC?.....	81
13. State - What advantages are there in using this search criterion?.....	81
14. Region – Why use this search criterion?.....	82
15. Condition Code – What is it and how can I use it?.....	82
16. Make/Manufacturer - What is it and what restrictions are there?.....	83
17. Model – Is this an edited field?.....	84
18. Acquisition Date (= OR >) - What is this and how must it be entered?	84
GSAXcess®/IADS Want List.....	84
1. What is the “GSAXcess®/IADS Want List” function?.....	84
2. How do I get to the IADS Want List” function?	84
3. How do I use the IADS Want List” function?	86
Requesting Property In IADS	87
1. What does “Select” mean?.....	87
2. Do I have to select property to obtain the property?.....	87

3. What is the overall select process?	87
4. How long will GSAXcess®/IADS retain my property request?	88
Selecting IADS Property.....	88
1. How do I select an IADS property item?.....	88
Select Documentation	94
1. What kind of documentation is generated when I select an IADS property item?.....	94
Competing Requests for Property.....	96
1. What is a competing request?	96
2. How do I determine if there are competing requests?	96
3. How do I view competing requests?.....	97
Changing Requests for an IADS Property Item.....	98
1. Can I change an IADS selection request?.....	98
2. How do I change a property request?	98
3. How do I delete a property request?	99
Transfer Property	100
1. What is the Transfer Property function?.....	100
2. How do I review my transfer orders?	100
3. How do I review and transfer multiple frozen items?.....	101
4. What happens when you can't satisfy all freezes?	103
5. What if I need to change the quantity I transferred?.....	104
6. How can I transfer a single item control number?.....	104
Appendix A - Disposal Condition Code	105
Appendix B - Demilitarization Code Table	106
Appendix C - State Code Table	106
Appendix D - Flight Safety Critical Aircraft Parts Table (FSCAP).....	107
Appendix E - Federal Supply Classes.....	107
Appendix F - Report Status Definitions.....	120

About GSAXcess®/IADS

1. What is GSAXcess®/IADS?

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

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

2. Who can use GSAXcess®/IADS?

GSAXcess®/IADS 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. **IADS is exclusive to DOI.** IADS provides DOI users the capability to screen DOI personal property in real time. Under IADS, DOI personnel and contractors can screen DOI property before it proceeds into the normal (Federal) disposal cycle.

How to Print and/or Download this Document

1. 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.

2. To Download the Entire Document

To download the entire document (119 pages, 24 MB in size), click here: [IADS Users Guide Download](#)

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

Hardware and Software Requirements

1. 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.

2. 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

1. 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 Interior's Property 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

2. 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.

1. 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.

2. 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.

3. 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

Set up a desktop shortcut to GSAXcess® by entering the url: <http://gsaccess.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.



Welcome to GSAXcess®

Click Login Button to Login

GSAXcess® WHAT'S NEW!

[What's New!](#)

How To!

- [Dispose of Federal Excess Property](#)
- [Acquire Federal Excess Property](#)
- [Acquire Federal Surplus Property](#)
- [Personal Property Federal Management Regulations](#)

Further Assistance!

[Property Contacts](#)

[How to Obtain A GSAXcess® User ID](#)

Training Presentations!

- [GSAXcess® Training Presentations](#)
- [CFL Training Presentations](#)
- [Upload Multiple ICN Pictures](#)
- [Picture Guidelines](#)
- [GSAXcess® U & D Training Presentations](#)
- [GSAXcess® Web-X Presentations](#)
- [GSAXcess® Electronic Approval Agency Instructions](#)
- [GSAXcess® User Guides](#)

Training



ICN: 36570321920003
PLATE, WHITE ROLLED EDGE 9
(Excess)

[« Previous](#) [Next »»](#)

GSAXcess.gov is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services Administration. Your agency can report excess personal property for transfer by GSA to other Federal and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property. Your agency can also report and transfer excess computers

schools and educational nonprofit organizations through the Computers for Learning transfers done outside our system. This site is not intended for the general public.

On-Site Special Screening (click on hypertext for details)

[Atlanta On-Site Special Screening July 24-25, 2012](#)

PROCESSING CHANGE FOR FEDERAL ELECTRONICS: We are implementing [Bulletin B-34 Disposal of Federal Electronic Assets](#). All customers are advised March 2012, the following notice applies to federal electronics assets contained

The Federal Government has determined that improper disposal of used electronic products has adverse effects on human health and the environment. This/these electronic product(s) must be disposed of in accordance with all Federal, state, and local laws. The Federal Government is recycling these products through certified recyclers, even when such recycling is required by state or local laws. Information regarding certified recyclers is available at <http://www.federalectronicchallenge.net/resources/links.htm#five>.

Attention Federal agencies located in the Washington metropolitan area:



- Back
- Forward
- Save Background As...
- Set as Background
- Copy Background
- Select All
- Paste
- Blog with Windows Live
- Email with Windows Live
- Translate with Live Search
- All Accelerators
- Create Shortcut
- Add to Favorites...
- View Source
- Encoding
- Print...
- Print Preview...
- Refresh
- Append to existing PDF file
- Create PDF file
- Export to Microsoft Excel
- Properties

GSAXcess® Login

Login

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.

Contact Us!

GSAXcess® HelpDesk
1-866-333-7472 Option 1
GSAXcessHelp@gsa.gov

CFL Helpdesk
1-866-333-7472 Option 2
Computers.Learning@gsa.gov

Links!

- [ASP Artifacts Prescreening NASA Space Shuttle Program - Historic Artifacts Prescreening](#)
- [GSAXcess® Ask The Expert](#) Property Disposal Questions
- [CFL Ask The Expert](#) Computers for Learning Questions
- [Computers for Learning](#) School site to obtain excess computer equipment from federal agencies
- [MySales](#) MySales allows Federal Agencies the ability to review, modify and maintain status of surplus and/or exchange/sale property reported to GSA for sale

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.

2. 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.

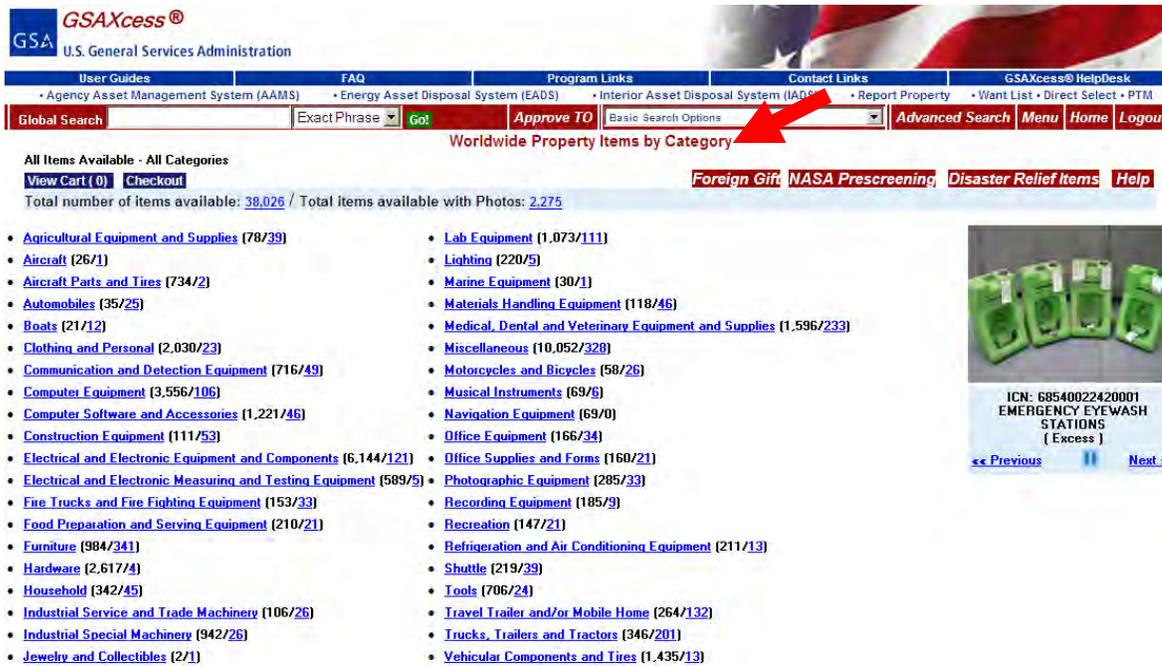
The GSAXcess® Production or Practice Login Screen will display.

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

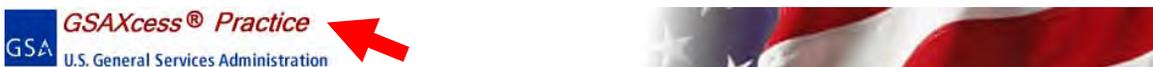
You can also enter the GSAXcess® Practice system where you can practice reporting, selecting and searching for property without affecting any live data by clicking on the GSAXcess® Practice Home hyperlink in the right-hand lower corner of the screen.

3. 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!

4. 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 [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 IADS user.

Report Property Menu

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

Search & Select Menu

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

IADS 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.

5. 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.

6. How do I navigate from screen to screen?

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



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

- User Guides – Links to all available GSAXcess® user guides.
- FAQ - GSAXcess® Frequently Asked Questions.
- Program Links – Links to other programs of interest.
- Contact Links – Links to GSAXcess® contacts.

- GSAXcess® HelpDesk – Link to GSAXcess® contact and hours of operation information.

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



- Agency Asset Management System (IADS) – Link to IADS module.
- Energy Asset Disposal System (IADS) – Link to IADS 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 (IADS)

1. 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®)..

2. What are the time frames for Internal Screening?

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

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

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

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".

4. 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®/IADS data base and return control of the property record to the owning IADS 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®/IADS, follow your agency's procedures for identifying eligible property. You should also have an authorized User ID that allows you to use GSAXcess®/IADS 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

2. 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®/IADS, follow the procedures described in the Gaining Access section of this user guide. The first screen you see is the GSAXcess®/IADS 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] Go! Approve TO Basic Search Options Advanced Search Menu Home Logout

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

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 Servng 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 \(69/5\)](#)
- [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)

« Previous || Next »

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

GSAXcess®
U.S. General Services Administration

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

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

Basic Search Options Advanced Search Home Logout

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](#)
- [Repend 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

- [APPROVE](#)
- [Help Desk](#)
- [Send Grant 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.

3. 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

1. How to Create A Property Report?

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

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

The next field is a hypertext field that allows you to upload pictures of your property. GSA highly encourages the submission of photographs. 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. GSA Xcess® 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 [NUD](#) 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

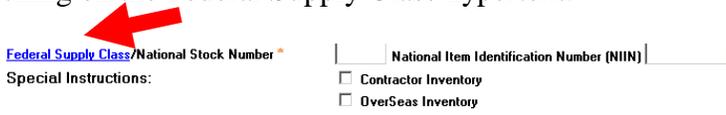
NOTE: For further detailed explanations of all listed Exceptions and Working Capital, click on the blue hyperlinked options in GSAXcess®.

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.



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, RAILROAD
2250	TRACK MATERIAL, RAILROAD
2330	TRAILERS
2331	TRAILERS SCRAP



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

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



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](#) *
Special Instructions:

National Item Identification Number (NIIN)

- 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 *



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 *
 Special Instructions:
 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 *

2310 National Item Identification Number (NIIN)

Contractor Inventory
 OverSeas Inventory

GSA
 USDA
 DOI
 Dept of Treasury/IRS
 Approved Waiver
 Legislative and Judicial Branches

Fields marked with an asterisk are required if sold by GSA selected.

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

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.

GSAAccess@ - Property Data Creation (REPDW130)

1010 National Item Identification Number (NIIN)

Contractor Inventory
 OverSeas Inventory

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



Computer Equipment

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



[Federal Supply Class](#)/National Stock Number 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](#)

[Quantity](#)

[Unit of Issue](#)



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

Computer Equipment Screen

[GSA Menu](#) [Back](#) [Help](#)

No More Hardware Items Available

Select Applicable Information from Each Drop-down List

Hardware Type: CPUs
Equipment Type: --Select--
Make: 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
Select	Desktop Systems		
Select	Laptops		
Select	Servers		
Select	Other Computers		
Select	CPUs	Apple	Apple
Select	CPUs	Apple	Other
Select	CPUs	Windows	Acer
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. Deguassing renders any previously stored data on magnetic media unreadable by keyboard or laboratory attack.

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

Vessel Information

Is this vessel 50 feet or over?

Federal Supply Class/National Stock Number: 1910 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.

http://gsaxcess.gov/ - GSAXcess@ - Aircraft Information - Windows Internet Explorer provided by General Services Ad...

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 certificated 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

via a Sales

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.

2. 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 GSA 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.

No Property Save Record Found

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

Agency Bureau * 1417 National Park Service

Agency Address Contact *

[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](#) *

[Property Custodian](#) *

DEPT OF INTERIOR NPS YOSEMITE NP
NPS WAREHOUSE BLDG B-759
5083 FORESTA ROAD
City EL PORTAL State CA ZIP 95318
Select City: EL PORTAL

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

DEPT OF INTERIOR NPS YOSEMITE NP
NPS WAREHOUSE BLDG B-759
5083 FORESTA ROAD
City EL PORTAL State CA ZIP 95318
Select City: EL PORTAL

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.

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

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

Property Report Data Creation

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

Fields marked with an asterisk * are required.

No Property Save Record Found

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

Agency Bureau * 1417 National Park Service

Agency Address Contact *
[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

--Select--
 --Select--
 # 149103-GROARK - DEPT OF INTERIOR NPS YOSEMITE NP, NPS WAREHOUSE BLDG B-759, EL PORTAL, CA, 95318
 # 149103-RAMSEY - YOSEMITE NATIONAL PARK, DOI, NPS WAREHOUSE, EL PORTAL, CA, 95318
 # 149103-ST VINCENT - DEPT OF INTERIOR NPS YOSEMITE NP, NPS WAREHOUSE BLDG B-759, EL PORTAL, CA, 95318

City State ZIP

Select City: EL PORTAL

First Name Last Name

Phone Extension

Fax

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

GSA U.S. General Services Administration

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

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

Property Report Data Creation

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

Fields marked with an asterisk * are required.

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

Agency Bureau * 1417 National Park Service

Agency Address Contact *
[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

149103-RAMSEY - YOSEMITE NATIONAL PARK, DOI, NPS WAREHOUSE, EL PORTAL, CA, 95318

YOSEMITE NATIONAL PARK
 DOI, NPS WAREHOUSE
 5083 FORESTA ROAD

City State ZIP

Select City: EL PORTAL

First Name Last Name

Phone Extension

Fax

Email Address

CC Email Address

Notify Point of Contact when Available for Sale

YOSEMITE NATIONAL PARK
 NPS WAREHOUSE BUILDING
 5083 FORESTA ROAD

City State ZIP

Select City: EL PORTAL

Property Custodian *
 First Name Last Name

Phone Extension

Fax

Email Address

Notify Property Custodian when Available for Sale

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:* - And Agency/Bureau :

Previously Entered Reporting Agency Addresses

Add New Reporting Agency Address

Agency Name:*

Address Line1:

Address Line2:

Agency City:* [State*](#)

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

City State ZIP -

[Point of Contact](#) *

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

First Name Last Name

Phone - - Extension

Fax - -

Email Address

Notify Point of Contact when Available for Sale

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 displayed

Search for: Reporting Agency ZIP: - 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

Previously Entered Point of Contact Informations

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

Click Submit Button to Search for OR Create New POC

Submit

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

[Point of Contact](#) *

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

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



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

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

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

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

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

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

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

EXAMPLE #1

Select Reporting Agency Address

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

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

Page No: 1

Fields marked with an asterisk* are required.

Reporting Agency Addresses Found

Search for: Reporting Agency ZIP: *22202 - 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 Addresses Found

Search for: Property Location ZIP:* 22202 - 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](#)

4. 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:* - -

Previously Entered Point of Contact Informations

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

Add New Point of Contact Information

First Name:* Last Name:* Extension:

Fax Number: - - Email Address:

Click Submit Button to Search for OR Create New POC

Submit



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

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

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

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

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

EXAMPLE #2

Select Property Custodian

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

Submit

fields marked with an asterisk* are required.

Listed Information displayed

Search for: Custodian Phone Number: * [703] - [605] - [2885]

Previously Entered Custodians

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

Add New Custodian Information

First Name: * [] Last Name: * [] Extension: []
 Fax Number: [] - [] - [] Email Address: []

Click Submit Button to Search for OR Create New Custodian

Submit



Property Data Screen Options

Make, and Model (Optional/Required)

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

Item Name (Required)

The short item name description. When selecting from the FSC hypertext, the system automatically fills out the Item Name for you, however, feel free to add descriptors to make it easier to identify in property searches.

[Federal Supply Class/National Stock Number](#) * [7100] 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 [THOMASVILLE]
 Model * [JEFFERSON]
 Item Name * [DESK] 
 Special Description Code and Text [] - []
 Quantity * []
 Unit of Issue * [EA]

Special Description Code and Text (Optional)

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

Model*	<input type="text"/>
Item Name*	<input type="text"/>
Special Description Code and Text	<input type="text"/> - <input type="text"/>
Quantity*	<input type="text"/>
Unit of Issue*	<input type="text"/>
Original Acquisition Cost (per Unit)*	<input type="text"/>
Total Acquisition Cost	<input type="text" value="0"/>
Fair Market Value (per Unit)	<input type="text"/>
Condition*	<input type="radio"/> New/Unused <input type="radio"/> Usable <input type="radio"/> Repairable <input type="radio"/> Salvage <input type="radio"/> Scrap
Hazardous*	<input checked="" type="radio"/> No <input type="radio"/> Hazardous Material <input type="radio"/> Hazardous Waste
Flight Safety Critical Aircraft Part*	<input checked="" type="radio"/> Blank <input type="radio"/> E <input type="radio"/> F
Demilitarization*	<input type="text"/>
Drop After Internal Screening*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer	<input type="text"/>
Date Manufactured	<input type="text"/> (MM/DD/CCYY)
Acquisition Date	<input type="text"/> (MM/DD/CCYY)
Excess Release Date*	<input type="text" value="10/10/2012"/> (MM/DD/CCYY)
Surplus Release Date	<input type="text"/> (MM/DD/CCYY)
Property Description*	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

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*	<input type="text" value="1005"/> National Item Identification Number (NIIN) <input type="text"/>
Special Instructions:	<input type="checkbox"/> Contractor Inventory <input type="checkbox"/> OverSeas Inventory
Federal Asset Sales Center:	<input checked="" type="radio"/> GSA (All commodities and locations nationwide) <input type="radio"/> USDA - CEPO (Limited to property located within the Washington, D.C. metropolitan area) <input type="radio"/> DOI/AMD (Limited to aircraft and aircraft parts only. FSG 15) <input type="radio"/> Dept of Treasury/IRS Vehicle Sales (Limited to passenger vehicles) <input type="radio"/> Approved Waiver (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center) <input type="radio"/> Legislative and Judicial Branches (Not required to use eFas Sales Centers)
Make	<input type="text"/>
Model*	<input type="text"/>
Weapons List*	<input type="text" value="BB RIFLE .177 CAL GAMMO SHADOW"/>
Special Description Code and Text / Serial No	<input type="text"/> - <input type="text"/>
Quantity*	<input type="text"/>
Unit of Issue*	<input type="text" value="EA"/>
Original Acquisition Cost (per Unit)*	<input type="text"/>
Total Acquisition Cost	<input type="text" value="0"/>

[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

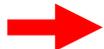
The Unit of Issue describes the way that the property quantity is measured. This is normally the way that the product is sold or counted in an inventory. The Unit of Issue field is pre-filled with EA for each.

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
BJ	BRICK	FL	FLASH
BK	BOOK	FR	FRAME
BL	BARREL	FI	FOOT
BO	BOLT	FV	FIVE
BP	BROKEN PARTS	FY	FIFTY
BQ	BRIQUET	GB	GALLON IMPERIAL
BR	BAR	GG	GREAT GROSS
BS	BASKET	GL	GALLON
BT	BOTTLE	GM	GRAM
BU	BUSHEL	GP	GROUP
BX	BOX	GR	GROSS
CA	CARTRIDGE	HA	HAMPER
CB	CARBOY	HD	ONE HUNDRED
CC	CUBIC CENTIMETER	HE	HUNDRED FEET
CD	CUBIC YARD	HH	HOGSHEAD
CE	CONE	HK	HANK

Original Acquisition Cost

A required field, the original or estimated price for one (1) Unit of Issue Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue. Do not use a dollar sign for this field but

always use a decimal point and two digits to show the cents part of the price. **Prices over \$999.99 should be entered without any commas.**

Original Acquisition Cost (per Unit) *

Fair Market Value

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

Fair Market Value (per Unit)

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 IADS 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 IADS 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

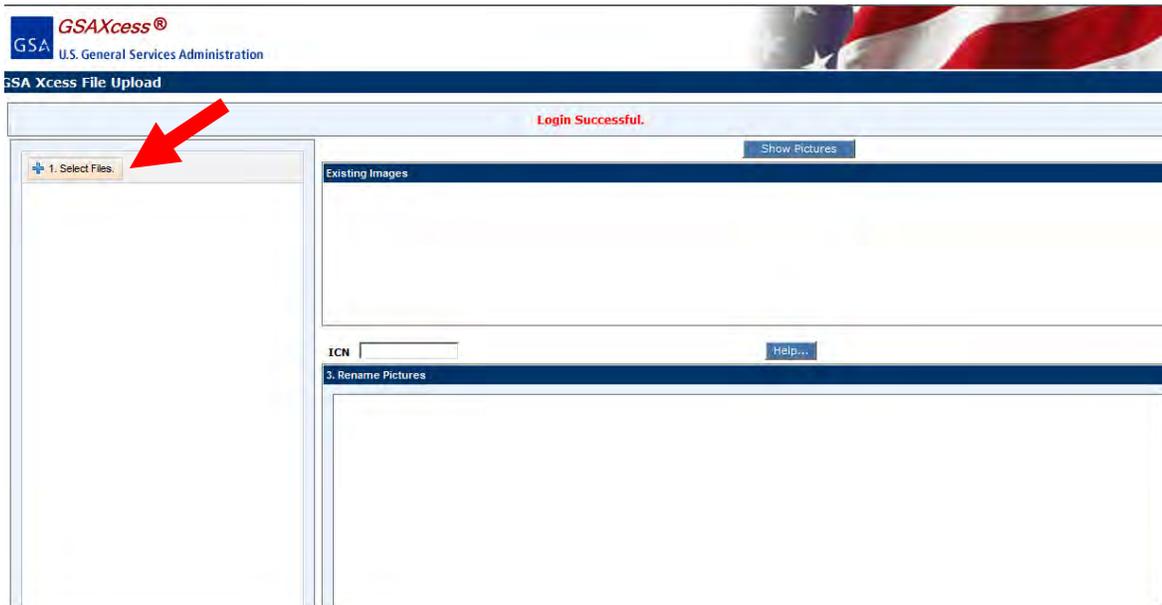
This field provides you with up to 5280 characters of text for description of your property. As you enter more than ten lines of text, the Property Description lines will scroll down as you type. It is mandatory to provide at least one line of Property description data. The more description you provide,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

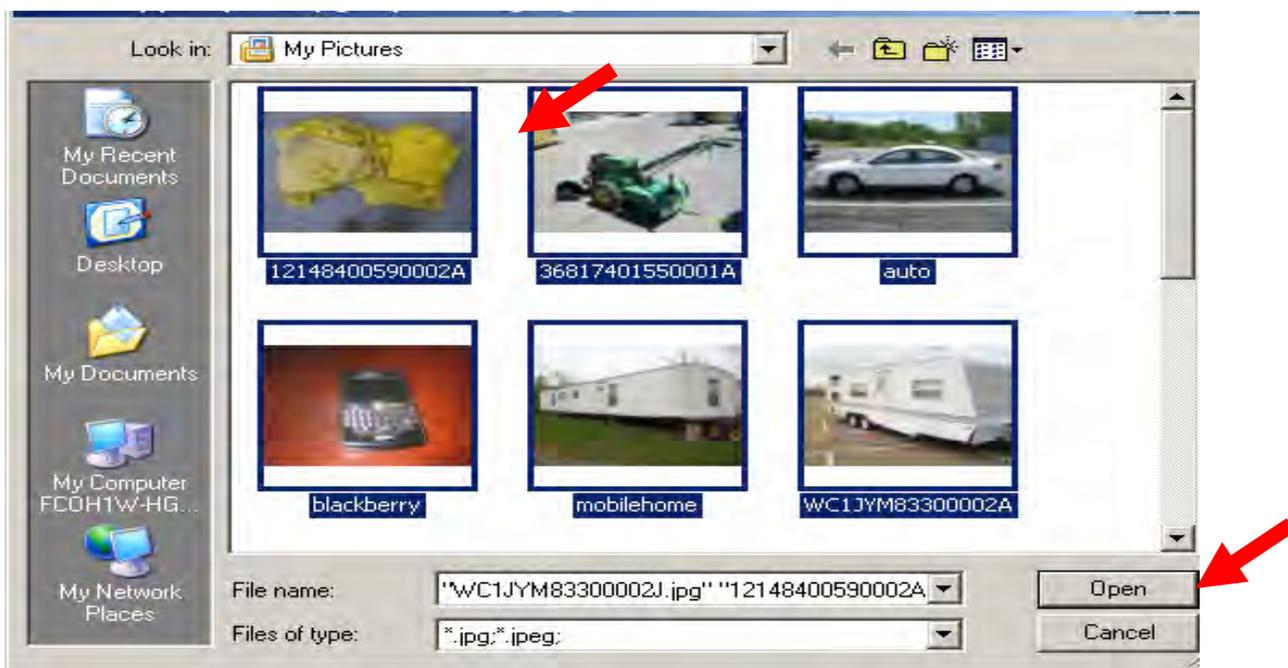
GSA encourages the submission of photos to aid in the reutilization and donation of federal excess/surplus personal property.

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.

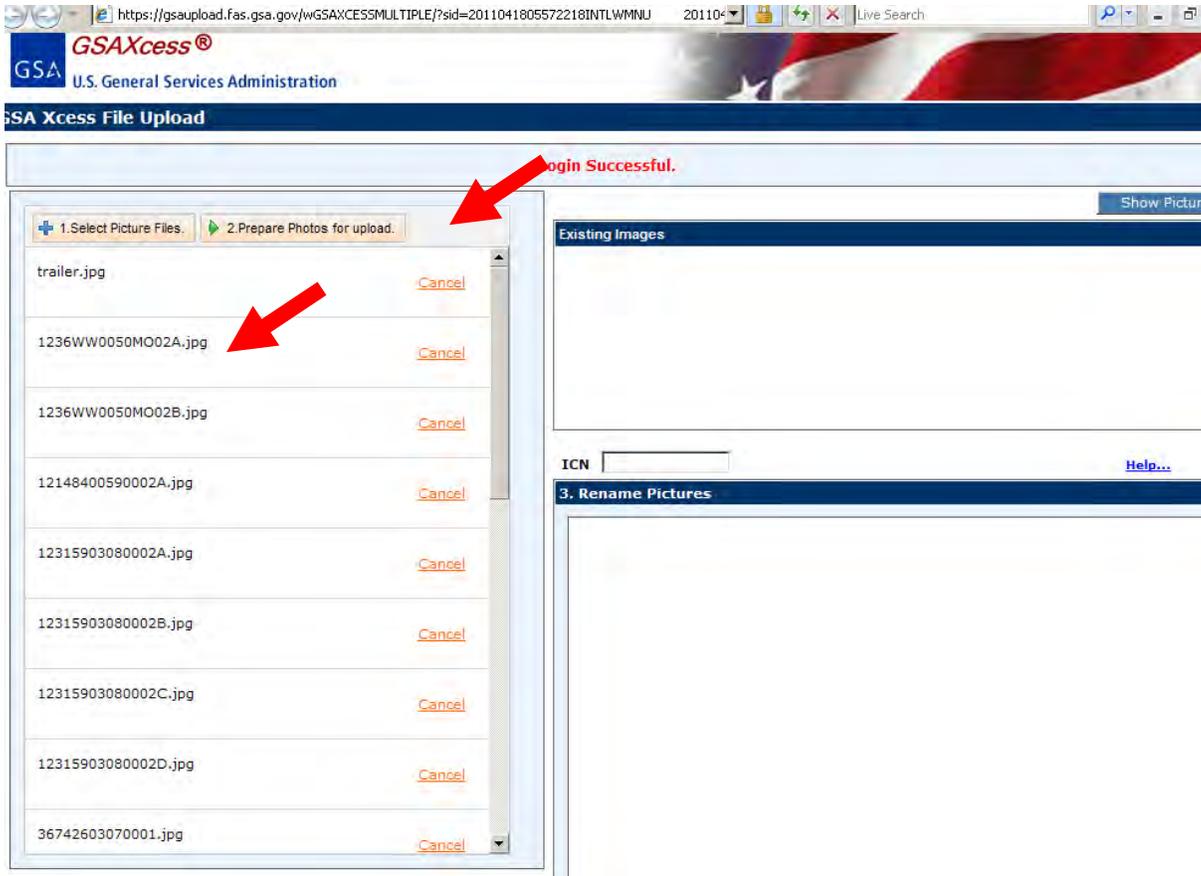
Selecting the Upload Multiple ICN Pictures option from any of the three methods opens the GSAXcess® File Upload window as shown below.



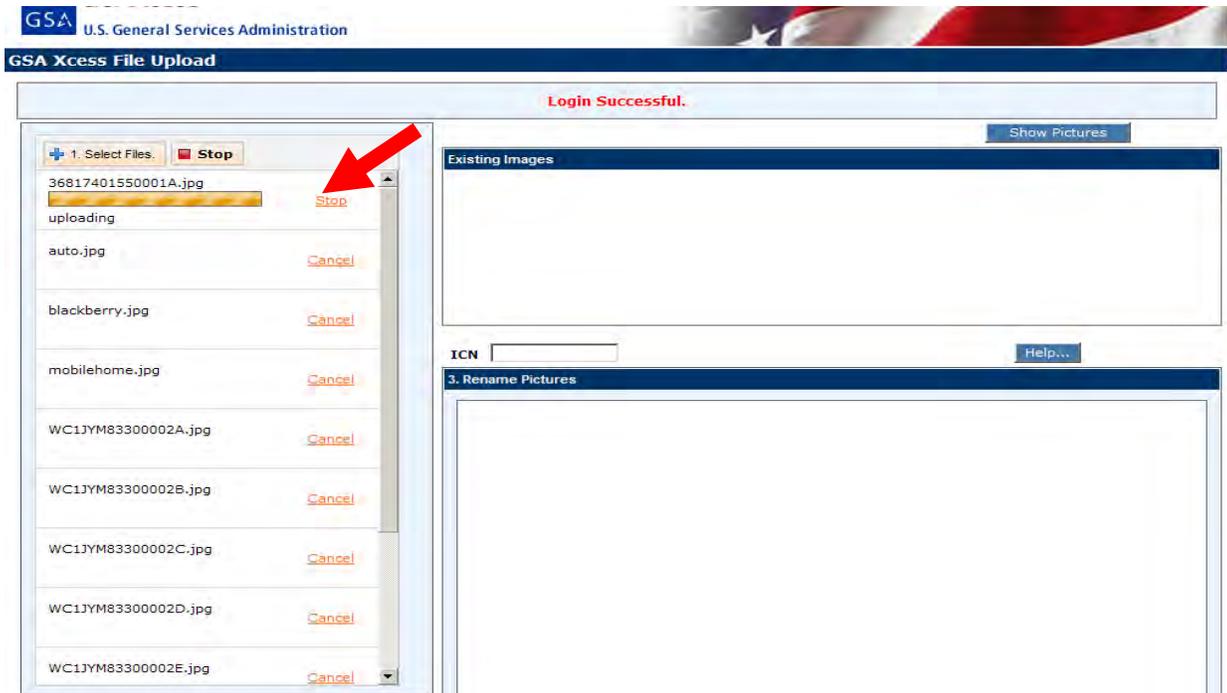
Start by clicking the “Select Files” option on the left of the screen which opens a file selector window shown below. On the File selector window, browse through folders and select the pictures for upload. Customers can upload a maximum of 100 pictures total for all property reports, with the limitation 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

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, click upload.

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

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.

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

Existing Images

ICN Assign Check All UnCheck All Upload Initialize Help...

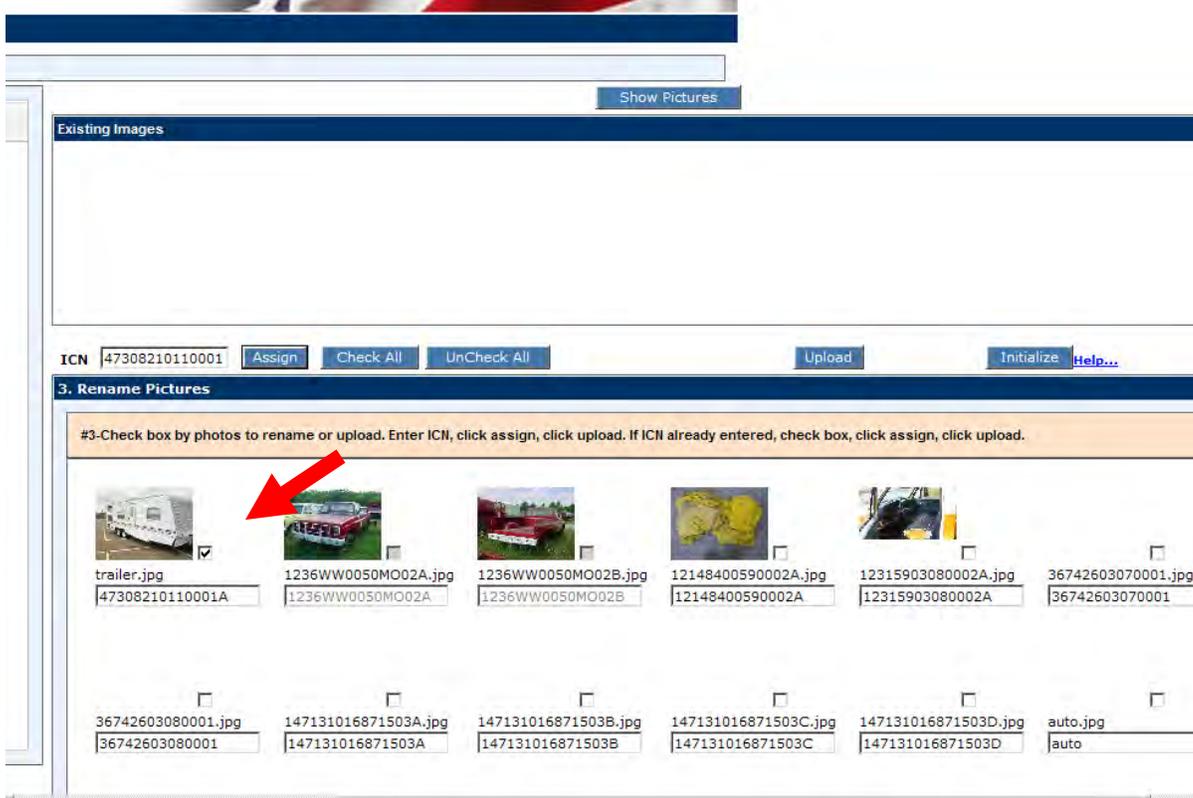
3. Rename Pictures

#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.

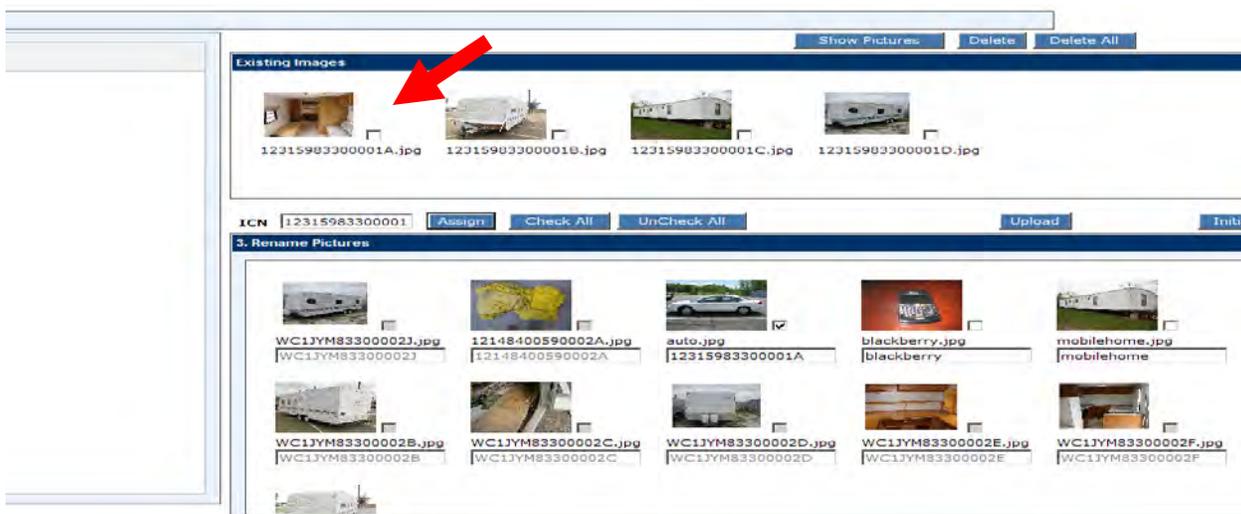
 trailer.jpg <input checked="" type="checkbox"/>	 1236WW0050MO02A.jpg <input type="checkbox"/>	 1236WW0050MO02B.jpg <input type="checkbox"/>	 12148400590002A.jpg <input type="checkbox"/>	 12315903080002A.jpg <input type="checkbox"/>	 36742603070001.jpg <input type="checkbox"/>
 36742603080001.jpg <input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

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.

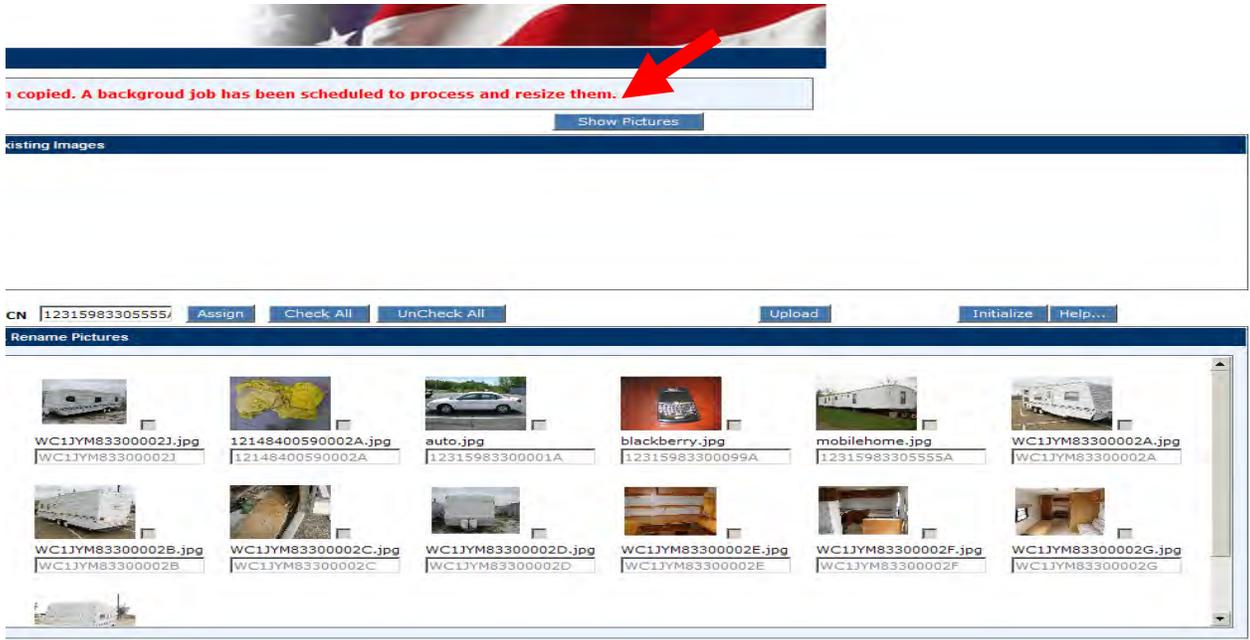


You can continue renaming pictures by selecting the next picture to be renamed and input the new ICN in the ICN input box. Remember to uncheck the previous renaming. You can assign all pictures an ICN and then upload all at once or assign and upload per ICN. If you are uploading up to 100 pictures, you 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.



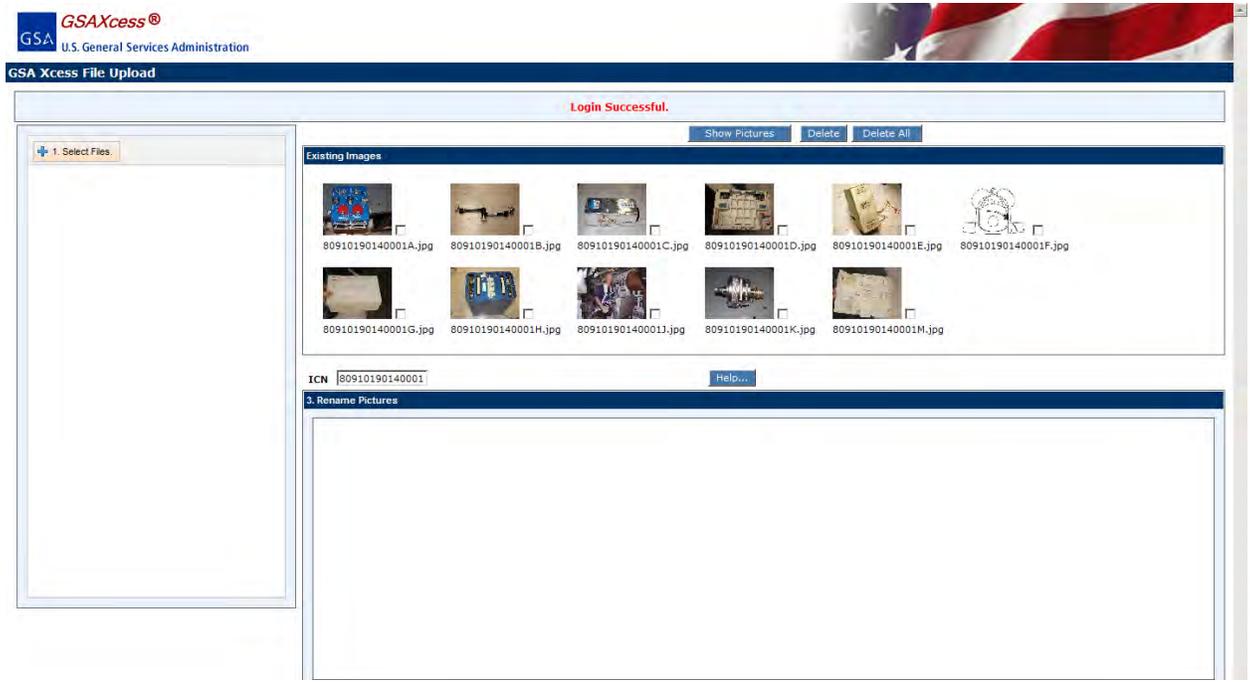
Once the pictures are renamed they are ready to be uploaded. Customers can click on the “Check All” button to

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.

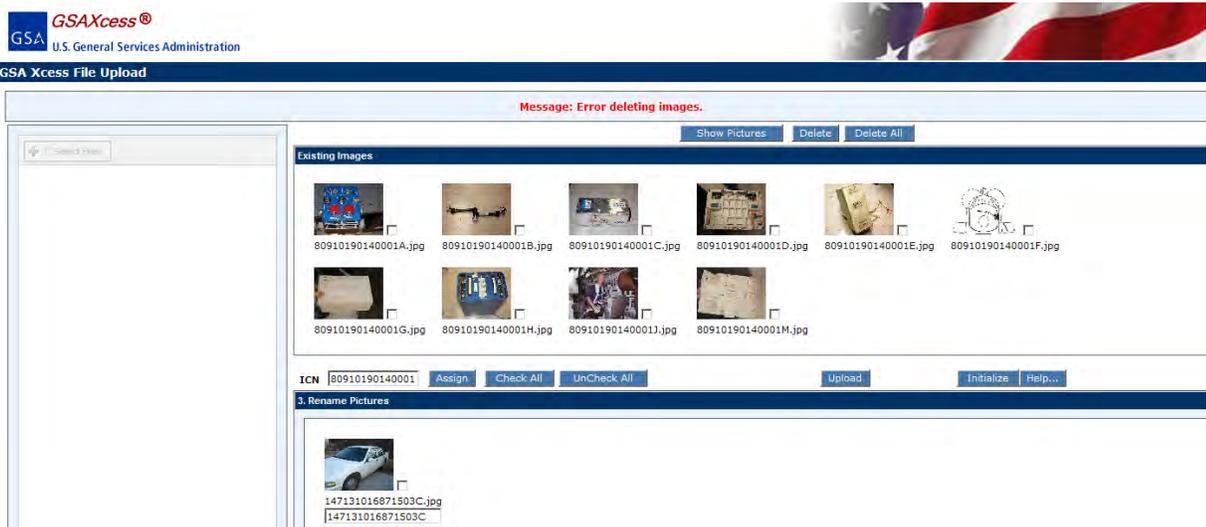
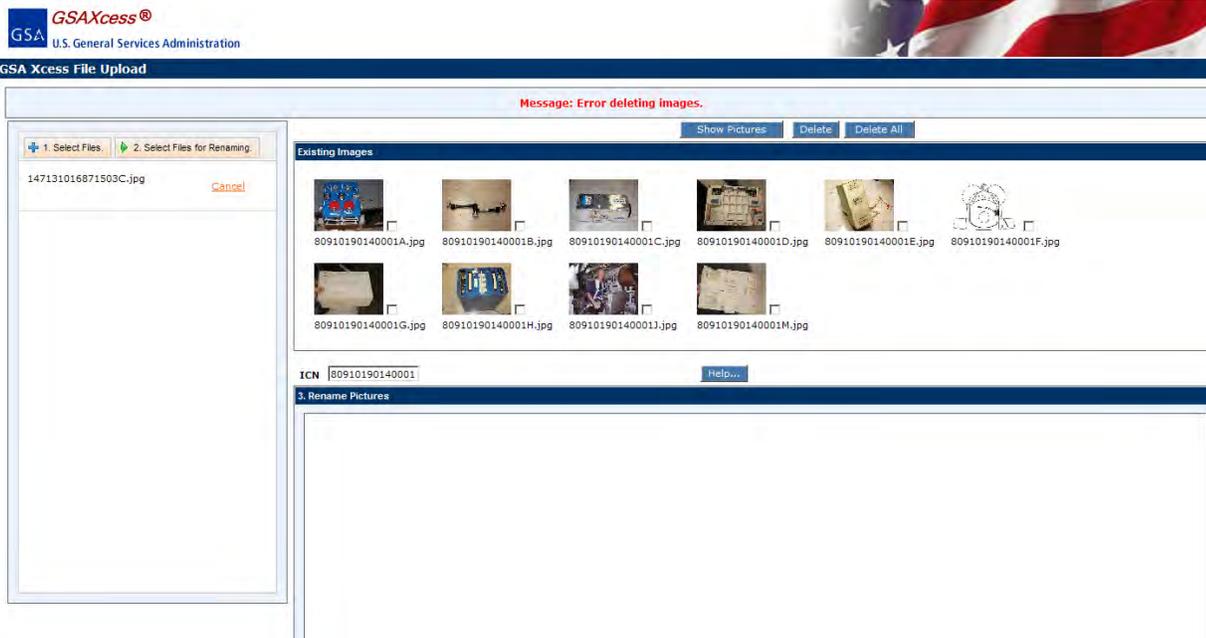


To upload additional pictures, click on the “Initialize” button and start over by selecting files from the directory. Otherwise, close the picture upload session by closing the browser window.

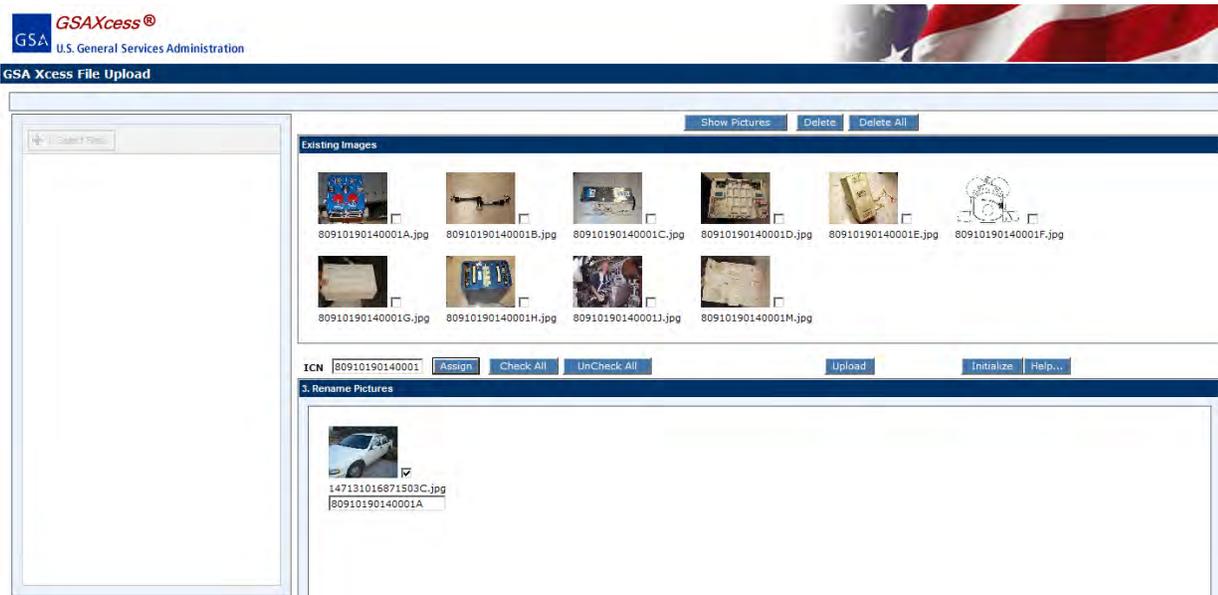
To Add, Delete or Replace pictures, click Upload Multiple ICN Pictures. Enter the ICN of the pictures you want to modify. Click Show Pictures. The Upload Multiple Pictures screen will display with current pictures listed.



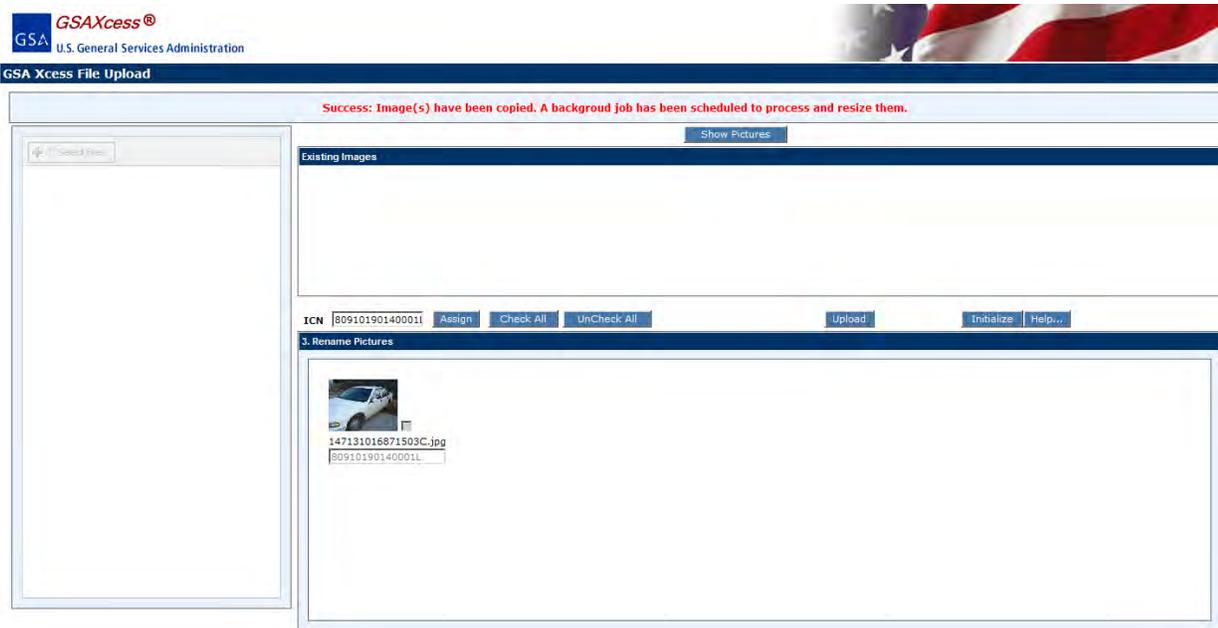
To delete current pictures, click the checkbox to the right of the picture you want deleted, then click Delete. You will receive a confirmation message asking if you are sure you want to delete the picture. To delete all pictures, click Delete All. To add a picture, go to Select Files, select your picture(s),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

5. 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.

6. 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.

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](#)

IADS 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](#)

2. 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.

Fields marked with an asterisk* are required.

Property Data Update

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

Property Item Record found -- Make Changes and Click Submit

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

Agency Bureau* 1205 Agricultural Research Service

Reporting Agency Address*

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

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

Point of Contact*

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

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

Property Location*

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

Property Custodian*

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

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

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

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



Personal Property Report

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

Property Item record displayed

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

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

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

FROM (Name and address of Reporting Agency)

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

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

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

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

3. 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

1. 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

[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](#)

IADS 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 system displays the Review Reports Search Screen.

Review Reports Search Screen

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

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](#)



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.

2. 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](#)

Reporting Agency Activity Address Code
(Mandatory For All Selections)

Selection #1
 Item Control Number Sequence

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

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

Submit

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

Property Report Status Screen

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

ITEM CONTROL NUMBER SEQUENCE

Page : 1

No more Property records available

Item Control Number	Noun Nomenclature	Status
149103 2263 0089	FENCE POSTS, STEEL REINFORCED CONCRETE	INTERNAL
149103 2263 0090	FENCE POSTS, STEEL REINFORCED CONCRETE	INTERNAL
149103 2263 0091	MOTOR	INTERNAL
149103 2263 0092	ENGINE	INTERNAL
149103 2263 0093	FENCE POST, PLASTIC	INTERNAL
149103 2263 0094	PARTS CLEANER	INTERNAL
149103 2263 0096	GENERATOR, 100KW SKID MOUNTED	INTERNAL
149103 2263 0097	GENERATOR, 200KW SKID MOUNTED	INTERNAL
149103 2264 0098	TRUCK, WRECKER, 1979	INTERNAL
149103 2264 0099	TRUCK, FUEL W/1000GAL DIESEL TANK	INTERNAL
149103 2264 0100	SNOWMOBILE	INTERNAL
149103 2264 0101	TRAILER, SNOWMOBILE	INTERNAL
149103 2268 0102	4 INCH PLASTIC PIPE, BLACK	INTERNAL
149103 2268 0103	8 INCH PLASTIC PIPE, BLACK	INTERNAL
149103 2268 0104	14 INCH PLASTIC PIPE, BLACK	INTERNAL
149103 2268 0105	17 INCH PLASTIC PIPE, BLACK	INTERNAL
149103 2268 0106	3 INCH PLASTIC PIPE, BLACK	INTERNAL
149103 2269 0095	OUTBOARD MOTOR	INTERNAL
149103 2269 0107	VEHICULAR PARTS AND COMPONENTS ON 3 PALLETS	INTERNAL

There are less than 50 property records available for the AAC of 149103. The red Next Button only displays when you have 50 or more property items to display. In the example above there are less than 50 property items. You can view the Personal Property Report by clicking on the blue hypertext Item Control Number. By clicking on 149103 2263 0089, the system displays the Personal Property Report below.

Personal Property Report

Back Print Help

Property Item record displayed

Property Report Number 1491032263 0089
 Date Created 09/19/2012
 Surplus Release Date
 Excess Release Date 10/04/2012
 Condition Usable
 Original Quantity Reported 27 EACH
 Quantity Available 27 EACH
 Original Unit Acquisition Cost 10.00
 Fair Market Value 0.00
 Total Acquisition Cost 270.00
 FSC/NIIN 5660
 GSA Control No.
 Internal Drop Flag No
 FAS Center GSA Sales
 Exchange/Sale Item No
 Make UNKNOWN
 Manufacturer
 Item Name FENCE POSTS, STEEL REINFORCED CONCRETE
 Model UNKNOWN



Go Green... Reuse is Recycling!

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

1.28 gallons of gasoline used

Select a Measure:
 Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

TO (Name and address of agency which report is made through)
 DEPARTMENT OF INTERIOR
 1801 PENNSYLVANIA AVENUE
 WASHINGTON, DC 20006

FROM (Name and address of Reporting Agency)
 DEPT OF INTERIOR NPS YOSEMITE NP
 NPS WAREHOUSE BLDG B-759
 5083 FORESTA ROAD
 EL PORTAL, CA-95318

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

POC First and Last MICHAEL GROARK **Phone:** 209 379 1024 **Ext:** 1004 **Fax:** 209 379 1004
EMAIL Address MICHAEL_GROARK@NPS.GOV **CC Email Address**

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

Custodian Name: MICHAEL GROARK **Phone:** 209 379 1024 **Ext:** 1004 **Fax:** 209 379 1004
EMAIL Address MICHAEL_GROARK@NPS.GOV

Location of Property
 DEPT OF INTERIOR NPS YOSEMITE NP
 NPS WAREHOUSE BLDG B-759
 5083 FORESTA ROAD
 EL PORTAL, CA-95318

Property Description
 POSTS ARE ON TWO PALLETS AND DIMENSIONS ARE APPROX. 6"X 6" X 48". SOME ITEMS MAY BE DAMAGED OR HAVE RESIDUAL CONCRETE AROUND THE BASE.

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

In the next example, you choose Report Date and Item Control Sequence Number from the month of January 1st, 2012 with sort results from oldest to newest.

Review Reports Search Screen

Back Help

Reporting Agency Activity Address Code
 (Mandatory For All Selections)

Selection #1
 Item Control Number Sequence

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

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

Submit



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

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



ITEM CONTROL NUMBER SEQUENCE			Page : 1
No more Property records available			
Item Control Number	Noun Nomenclature	Status	
149103 2263 0089	FENCE POSTS, STEEL REINFORCED CONCRETE	INTERNAL	
149103 2263 0090	FENCE POSTS, STEEL REINFORCED CONCRETE	INTERNAL	
149103 2263 0091	MOTOR	INTERNAL	
149103 2263 0092	ENGINE	INTERNAL	
149103 2263 0093	FENCE POST, PLASTIC	INTERNAL	
149103 2263 0094	PARTS CLEANER	INTERNAL	
149103 2263 0096	GENERATOR, 100KW SKID MOUNTED	INTERNAL	
149103 2263 0097	GENERATOR, 200KW SKID MOUNTED	INTERNAL	
149103 2264 0098	TRUCK, WRECKER, 1979	INTERNAL	
149103 2264 0099	TRUCK, FUEL W/1000GAL DIESEL TANK	INTERNAL	
149103 2264 0100	SNOWMOBILE	INTERNAL	
149103 2264 0101	TRAILER, SNOWMOBILE	INTERNAL	
149103 2268 0102	4 INCH PLASTIC PIPE, BLACK	INTERNAL	
149103 2268 0103	8 INCH PLASTIC PIPE, BLACK	INTERNAL	
149103 2268 0104	14 INCH PLASTIC PIPE, BLACK	INTERNAL	
149103 2268 0105	17 INCH PLASTIC PIPE, BLACK	INTERNAL	
149103 2268 0106	3 INCH PLASTIC PIPE, BLACK	INTERNAL	
149103 2269 0095	OUTBOARD MOTOR	INTERNAL	
149103 2269 0107	VEHICULAR PARTS AND COMPONENTS ON 3 PALLETS	INTERNAL	

<u>Status</u>	<u>Status Description</u>
CFL	Property is in the Computers for Learning Screening for 7 days
Internal	Property is in IADS 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

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

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

By clicking the red Submit Button, the system displays the Property Report Status Screen with the selected search criteria. The Julian Date criteria requests Property Reports from the 028th day of 2012 with Serial Number beginning with 0001.

Delete Property Reports

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

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

GSAXcess® Main Menu

[Help](#)

Report Property Menu

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

IADS 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 following Delete Property Report screen displays.

Delete Property Report

No more Property Items available

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

Delete

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”.

Delete Property Report

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

Delete successful -- 1 Records deleted

Option	Item Control	Number	Noun Nomenclature	Status

[Delete](#)

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

To delete your Property Report, contact your 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 either a specific Item Control Number, a Transfer Control Number or an Activity Address Code to see the property records.

An AAC of 149103 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](#)

No more Master records available

Item Control Number - -

Transfer Control Number

Activity Address Code

History Dataset Including Related Master Master Dataset Including Related History

Internal Property CFL Items Excess Property Search All

Search Results Page 1

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	149103-2269-0095			1		09/25/2012	10/10/2012	09/25/2012		IADS Master
2	149103-2268-0106			2200		09/24/2012	10/09/2012	09/25/2012		IADS Master
3	149103-2268-0106			2200		09/24/2012	10/09/2012	09/25/2012		IADS History
4	149103-2268-0105			65		09/24/2012	10/09/2012	09/25/2012		IADS Master
5	149103-2268-0104			140		09/24/2012	10/09/2012	09/24/2012		IADS Master
6	149103-2268-0103			1700		09/24/2012	10/09/2012	09/24/2012		IADS Master
7	149103-2268-0102			1530		09/24/2012	10/09/2012	09/25/2012		IADS Master
8	149103-2268-0102			1530		09/24/2012	10/09/2012	09/25/2012		IADS History
9	149103-2264-0101			1		09/20/2012	10/05/2012	09/20/2012		IADS Master
10	149103-2264-0100			1		09/20/2012	10/05/2012	09/20/2012		IADS Master
11	149103-2264-0099			1		09/20/2012	10/05/2012	09/20/2012		IADS Master
12	149103-2264-0098			1		09/20/2012	10/05/2012	09/20/2012		IADS Master
13	149103-2263-0097			1		09/19/2012	10/04/2012	09/19/2012		IADS Master
14	149103-2263-0096			1		09/19/2012	10/04/2012	09/19/2012		IADS Master
15	149103-2263-0094			1		09/19/2012	10/04/2012	09/19/2012		IADS Master
16	149103-2263-0093			102		09/19/2012	10/04/2012	09/19/2012		IADS Master
17	149103-2263-0092			1		09/19/2012	10/04/2012	09/19/2012		IADS Master
18	149103-2263-0091			2		09/19/2012	10/04/2012	09/19/2012		IADS 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

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](#)

Help

IADS 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](#)

GSAXcess® Login Screen

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

Basic Search Options Advanced Search Home Logout

Update User Contact Information

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

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

Please update your User Contact Information

Fields marked with an asterisk * are required.

User Information

User ID	F34184
First Name	NANCY
Middle Initial	
Last Name	BROTHERTON
Phone Number*	703 - 605 - 2885 Extension: <input type="text"/>
Email Address*	NANCY.BROTHERTON@GSA.GOV
Confirm Email Address*	NANCY.BROTHERTON@GSA.GOV
Receive Group Message*	Yes <input checked="" type="radio"/> No <input type="radio"/>

Choose a question in case you forget your password

Select your personal clue question*	What is your favorite color? <input type="text"/>
Enter the answer to your clue question*	YELLOW Must be 3 to 20 characters

Approval Official Information

First Name	WILLIAM
Middle Initial	
Last Name	KEMP
Fax Number	- -
Room Number	
Email Address	WILLIAM.KEMP@GSA.GOV
Confirm Email Address	WILLIAM.KEMP@GSA.GOV
CC Email Address	
Confirm CC Email Address	

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

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 \(AAMS/EADS/IADS Only\)](#)
[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](#)

IADS 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 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

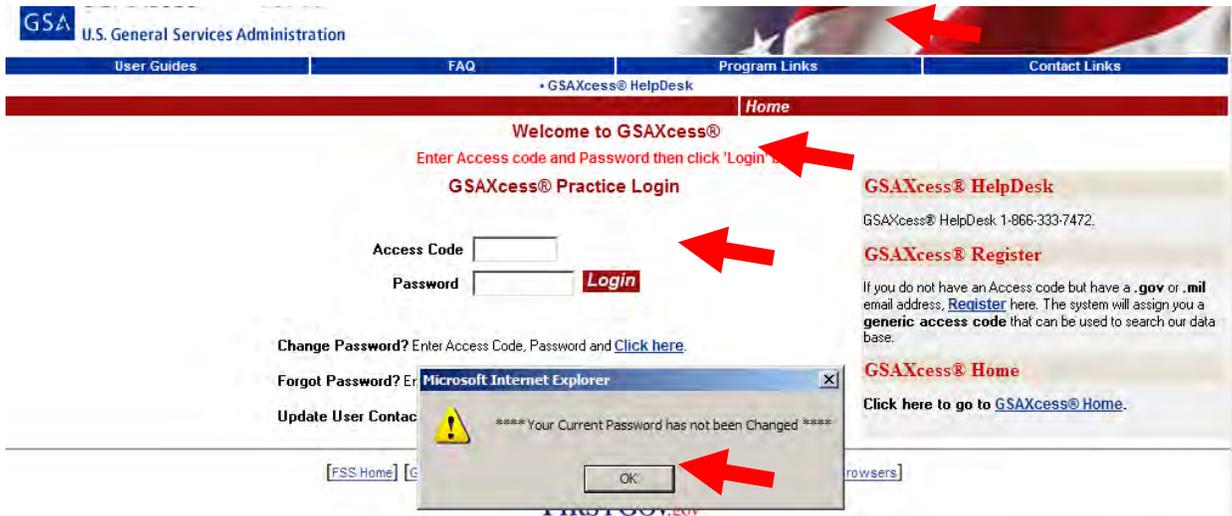
What is your mother's maiden name?*

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 DOI activities that have a high volume of property to report or for DOI 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®/IADS. 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®/IADS.

In the past, GSAXcess® required seven types of records for each item reported. However, the current version of GSAXcess®/IADS 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®/IADS 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®/IADS. 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®/IADS. The Drop File contains records that have been dropped or deleted from the GSAXcess®/IADS data base. These items have completed Internal Screening and are now being returned to you for further processing.

Batch Property Reporting

1. How do I report my property to GSAXcess®/IADS 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®/IADS 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®/IADS. 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®/IADS system.

2. What method do I use to transmit my files to GSAXcess®/IADS?

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.

3. 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®/IADS. 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®/IADS system. Continue this process until both you and your point of contact at the GSA agree that the interface is working correctly.

4. 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®/IADS 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®/IADS. 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.

5. 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®/IADS 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

1. Who can search for property?

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

2. What is searched?

When you conduct a search using GSAXcess®/IADS, you are screening the DOI'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.

3. When can I search for property?

The GSAXcess®/IADS database can be accessed 24 hours, 7 days a week.

4. Why is property searched?

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

5. How do I search for property on GSAXcess®/IADS?

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



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](#) (159/15)
- [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 IADS hyperlink or Menu button, the system will display the GSAXcess® Main Menu Screen where you can access the IADS Menu options.



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](#)

IADS 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 DOI property click on the Search Items By Category hypertext under the IADS Menu. The system will display the IADS Worldwide Property Items by Category screen shown below.

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

Global Search Exact Phrase Basic Search Options

IADS Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [296](#) / Total items available with Photos: [176](#)

- [Agricultural Equipment and Supplies \(1/1\)](#)
- [Aircraft \(0/0\)](#)
- [Aircraft Parts and Tires \(0/0\)](#)
- [Automobiles \(11/11\)](#)
- [Boats \(1/0\)](#)
- [Clothing and Personal \(5/5\)](#)
- [Communication and Detection Equipment \(2/2\)](#)
- [Computer Equipment \(23/17\)](#)
- [Computer Software and Accessories \(11/3\)](#)
- [Construction Equipment \(3/1\)](#)
- [Electrical and Electronic Equipment and Components \(2/2\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(0/0\)](#)
- [Fire Trucks and Fire Fighting Equipment \(6/3\)](#)
- [Food Preparation and Serving Equipment \(6/5\)](#)
- [Furniture \(19/11\)](#)
- [Hardware \(1/0\)](#)
- [Household \(6/6\)](#)
- [Industrial Service and Trade Machinery \(1/0\)](#)
- [Industrial Special Machinery \(6/3\)](#)
- [Jewelry and Collectibles \(0/0\)](#)
- [Lab Equipment \(40/5\)](#)
- [Lighting \(4/3\)](#)
- [Marine Equipment \(0/0\)](#)
- [Materials Handling Equipment \(4/0\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(0/0\)](#)
- [Miscellaneous \(56/36\)](#)
- [Motorcycles and Bicycles \(2/1\)](#)
- [Musical Instruments \(0/0\)](#)
- [Navigation Equipment \(0/0\)](#)
- [Office Equipment \(2/1\)](#)
- [Office Supplies and Forms \(9/9\)](#)
- [Photographic Equipment \(5/0\)](#)
- [Recording Equipment \(12/12\)](#)
- [Recreation \(4/0\)](#)
- [Refrigeration and Air Conditioning Equipment \(2/0\)](#)
- [Shuttle \(0/0\)](#)
- [Tools \(1/0\)](#)
- [Travel Trailer and/or Mobile Home \(11/4\)](#)
- [Trucks, Trailers and Tractors \(34/31\)](#)
- [Vehicular Components and Tires \(6/5\)](#)

The above screen shows all of the property items available in your internal IADS 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.

IADS List of All Items - Worldwide

[All Categories](#) > [All Items Available - All Categories](#) > [All States](#)
[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: 296 / Items with photos: 176 Search in Results: Exact Phrase Page: 1 <<< 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	1465N0-2263-15401		 MULE	ND	1	EACH	10/04/2012	Usable	
Add to cart	148KFZ-2265-0014	×	 JEEP	AZ	1	EACH	10/06/2012	Usable	
Add to cart	141202-2268-0005	×	 1998 DODGE B3500 RAM CARGO/UTILITY VAN	ME	1	EACH	10/09/2012	Repairable	
Add to cart	141202-2268-0001	×	 2001 FORD E350 ECONOLINE VAN	ME	1	EACH	10/09/2012	Repairable	
Add to cart	141202-2268-0002	×	 2003 HONDA CIVIC HYBRID	ME	1	EACH	10/09/2012	Salvage	
Add to cart	141202-2268-0010		 2010 FORD FUSION SE HYBRID	ME	1	EACH	10/09/2012	Salvage	
Add to cart	148KFZ-2265-0010	×	 JEEP	NM	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0005	×	 SEDAN	NM	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0011	×	 SEDAN	NM	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0001	×	 SPORT UTILITY	NM	1	EACH	10/06/2012	Usable	

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).

IADS Search Results List of Items

[All Categories](#) > [All Items Available - All Categories](#) > [Clothing and Personal](#)
[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: 5 / Items with photos: 5 Search in Results: Exact Phrase 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	140247-2256-4002		 FIRELINE GEAR, MIXED LOT	ID	1	LOT	09/28/2012	Usable	
Add to cart	140247-2256-4001		 PAD, SLEEPING	ID	1	LOT	09/28/2012	Usable	
Add to cart	140247-2256-4010		 PAD, SLEEPING	ID	1	LOT	09/28/2012	Usable	
Add to cart	140247-2256-4009		 SAFETY VEST	ID	1	LOT	09/28/2012	Usable	
Add to cart	149301-2270-09264		 SURVIVAL JACKETS	NV	3	EACH	10/11/2012	Usable	

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

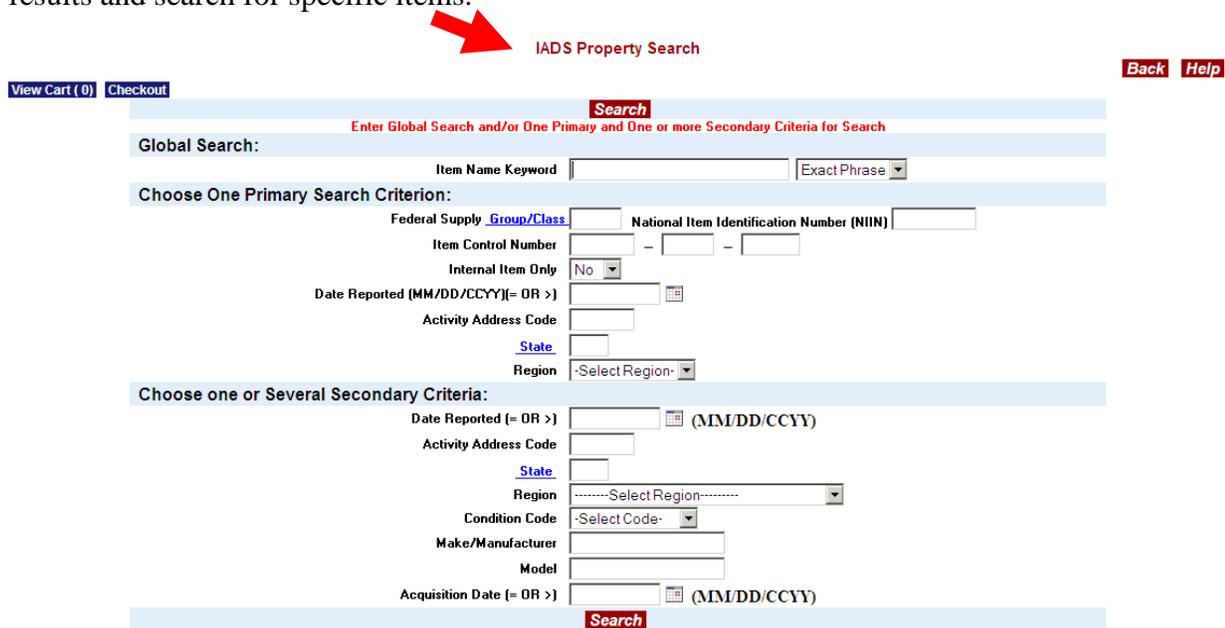
or to the **Worldwide Property Items for a Category State** list (if there are more than 50 property items available in the category). Each State is followed by a number in parentheses; e.g., (13/2). The number that is hyperlinked in the parenthesis shows the number of photos available for that Category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

- [Alaska](#) (9/7)
- [California](#) (13/13)
- [Colorado](#) (1/1)
- [Idaho](#) (18/18)
- [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.

5. Is there a method to search for specific property on GSAXcess®/IADS?

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



[IADS Property Search](#)

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

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](#)

To do a property search, you must first choose criteria to conduct the search. The IADS Property Search Screen lists a Global Search, seven (7) Primary Search Criteria, and eight (8) Secondary Search Criteria. GSAXcess®/IADS 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®/IADS will redisplay the IADS 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.

IADS 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

GSAXcess®/IADS displays the IADS Property Search Results Screen with a count of matching records at the top of the screen on the Message Line if there are less than 50 records. If there are more than 50 records, the system will display a message stating, “More than 50 records match your search criteria”. Notice that the Global Search criterion of “Computer” is displayed in the upper right hand corner entitled Global Search. In the following example there are twenty-five (25) records that match your criteria. There is no next page button displayed.

IADS Property Search Results

View Cart (0) Checkout

Back Help

Page: 1

25 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	1433AX-2257-E046		BAGS, COMPUTER , BRIEFCASE TYPE	9999	SD	15	EACH	09/28/2012	Usable	
Add to cart	1431BZ-2257-BAL5		 COMPUTER OTHER	7045	AL	1	EACH	09/28/2012	Usable	
Add to cart	148104-2258-0010		COMPUTER CPU DELL DHM UNKNOWN	7021	AZ	12	EACH	09/29/2012	Usable	
Add to cart	149301-2263-09195		 COMPUTER CPU DELL OPTIPLEX GX280 INTEL PENTIUM D	7021	NV	1	EACH	10/04/2012	Usable	
Add to cart	149301-2263-09194		 COMPUTER CPU DELL OPTIPLEX GX620 INTEL PENTIUM D	7021	NV	2	EACH	10/04/2012	Usable	
Add to cart	149301-2263-09191		COMPUTER CPU DELL OPTIPLEX GX745 INTEL CORE DUO	7021	NV	2	EACH	10/04/2012	Usable	
Add to cart	149301-2263-09192		COMPUTER CPU DELL OPTIPLEX GX755 INTEL CORE 2 DUO	7021	NV	1	EACH	10/04/2012	Usable	
Add to cart	1491N3-2263-0001		 COMPUTER DESKTOP SYSTEM ECSZ UNKNOWN	7010	CA	1	EACH	10/04/2012	Scrap	
Add to cart	1491N3-2270-0002		 COMPUTER DESKTOP SYSTEM DELL GX280 UNKNOWN	7010	CA	2	EACH	10/11/2012	Salvage	
Add to cart	1491N3-2270-0003		 COMPUTER DESKTOP SYSTEM DELL GX620 UNKNOWN	7010	CA	1	EACH	10/11/2012	Salvage	
Add to cart	1431BZ-2257-BAL01		 COMPUTER DESKTOP SYSTEM DELL GX755 INTEL CORE 2 DUO	7010	AL	1	EACH	09/28/2012	Usable	
Add to cart	1491N3-2270-0001		 COMPUTER DESKTOP SYSTEM DELL OPTIPLEX 745 UNKNOWN	7010	CA	2	EACH	10/11/2012	Salvage	
Add to cart	1491N3-2264-0001		 COMPUTER LAPTOP ECSZ UNKNOWN	7010	CA	1	EACH	10/05/2012	Salvage	

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



IADS Property Data Sheet

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

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

Item Control Number: 14810422580010
Item Name: COMPUTER CPU DELL DHM UNKNOWN
Screening Ends: September 29, 2012

FSC/National Stock Number: 7021
Quantity Available: 12 EACH Quantity Requested:
Orig Unit Acq Cost: \$ 890.00 Total Acq Cost: \$ 10680.00

Agency Bureau: National Park Service
Reporting Agency: NPS, CORONADO NATIONAL MEMORIAL
POC: QUETA RAMERIZ
POC Phone: 520-824-3580 Ext: 201
POC Fax: 520-824-3421
POC Email: QUETA_RAMERIZ@NPS.GOV
POC CC Email:

Property Location: NPS, CHIRICAHUA NATIONAL MONUMENT
12856 E RHYOLITE CREEK RD
WILLCOX, AZ-85643

Property Custodian: QUETA RAMERIZ
Custodian Phone: 520-824-3580 Ext: 201
Custodian Fax: 520-824-3421
Custodian Email: QUETA_RAMERIZ@NPS.GOV

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

Picture Not Available

Go Green... Reuse is Recycling!



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

Select a Measure: **11.86 gallons of gasoline used**

Gallons of Gasoline Used

[Carbon Equivalency Explanations](#)

Item Description
CPU'S NO LONGER USED BY ORGANIZATION,USABLE AND HARD DRIVES CLEANED, CONTACT QUETA RAMERIZ FOR ADDITIONAL INFORMATION

Item Control Number: 14810422580010
Item Name: COMPUTER CPU DELL DHM UNKNOWN

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

7. 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.

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

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

IADS Property Search Results

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

FSC/NSN : 7025 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	148104-2258-0011	COMPUTER MONITORS CRT STANDARD DELL 1702FP	7025	AZ	3	EACH	09/29/2012	Usable	
Add to cart	1491N3-2270-0004	 COMPUTER MONITORS LCD NEC LCD 1860NX	7025	CA	3	LOT	10/11/2012	Salvage	
Add to cart	1491N3-2269-0001	 COMPUTER MONITORS LCD NEC MULTISYNC LCD 1850E	7025	CA	6	LOT	10/10/2012	Salvage	
Add to cart	1491N3-2269-0002	 COMPUTER MONITORS LCD SAMSUNG 2268W	7025	CA	1	EACH	10/10/2012	Salvage	
Add to cart	147113-2264-00N06	 COMPUTER PRINTERS LASER BLACK HP 6MP	7025	AR	1	EACH	10/05/2012	Usable	
Add to cart	149309-2256-0066	 COMPUTER PRINTERS XEROX PHASER 7700	7025	NV	1	EACH	09/27/2012	Scrap	
Add to cart	149301-2263-09196	 COMPUTER TAPE DRIVES DLT JT 20C	7025	NV	1	EACH	10/04/2012	Usable	
Add to cart	149309-2256-0068	 LOT OF CPU'S, LAPTOPS, AND BAGS	7025	NV	1	LOT	09/27/2012	Usable	
Add to cart	1433AX-2257-E034	RAID STORAGE SYSTEM	7025	SD	1	EACH	09/28/2012	Repairable	

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

8. Global Search - How accurate must the noun name be?

GSAXcess®/IADS 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®/IADS 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 IADS only searches within the DOI database. This same Global Search function is also available in GSAXcess® but it does not search in the DOI Internal property items.

For example, to search for all records with the words “Jeep WRangler” 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 “Jeep

Wrangler” and the “Exact Phrase” and clicked the red Search button.

IADS 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 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 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 “Jeep Wrangler” by “Any Word” means that the any of the words have to be found in any order in one of the search fields. In the example below, you entered “Jeep Wrangler” and “Any Word” and clicked the red Search button.

IADS Property Search Results

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

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

Page: 1

3 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	148KFZ-2265-0010	×	 JEEP	2310	NM	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0014	×	 JEEP	2310	AZ	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0001	×	 SPORT UTILITY	2310	NM	1	EACH	10/06/2012	Usable	

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

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

The search returns three (3) records that contain any of the words “Jeep OR Wrangler” in any of the search fields. For example, each Noun Name has either Jeep or Wrangler in that field.

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

The search returns one (1) record that contains a combination of all of the words “Kodak Camera” in the search fields. This means that an item was reported with Kodak in the manufacturer field **and** Camera in the noun name description, then a match would have been found.

IADS Property Search Results

View Cart (0) Checkout Back Help

Page: 1

3 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	148KFZ-2265-0010 ×	 JEEP	2310	NM	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0014 ×	 JEEP	2310	AZ	1	EACH	10/06/2012	Usable	
Add to cart	148KFZ-2265-0001 ×	 SPORT UTILITY	2310	NM	1	EACH	10/06/2012	Usable	

View Cart (0) Checkout Back Help

9. 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 IADS internal screening. The user entered ICN 1465N0-2263-15401 and clicked the red “Search” button.

IADS Property Search

View Cart (0) Checkout Back Help

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

Global Search:
Item Name Keyword ExactPhrase

Choose One Primary Search Criterion:
Federal Supply Group/Class National Item Identification Number (NIIN)
Item Control Number 1465N0 - 2263 - 15401
Internal Item Only No
Date Reported (MM/DD/CCYY)(= OR >)
Activity Address Code
State
Region -Select Region-

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

Search

The following IADS Item Data Sheet displays confirming that it is still in Internal Screening with an Excess Release Date of October 4, 2012.

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

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

Item Control Number: 1465N0226315401
 Item Name: MULE
 Screening Ends: October 04, 2012
 FSC/National Stock Number: 8820
 Quantity Available: 1 EACH Quantity Requested:
 Orig Unit Acq Cost: \$ 2000.00 Total Acq Cost: \$ 2000.00
 Agency Bureau: National Park Service
 Reporting Agency: USDI NPS
 POC: DEAN WYCKOFF
 POC Phone: 701-623-4730 Ext:
 POC Fax: 701-623-4840
 POC Email: DEAN_WYCKOFF@NPS.GOV
 POC CC Email:
 Property Location: THEODORE ROOSEVELT NATIONAL PARK
 THEODORE ROOSEVELT NATIONAL PARK
 315 SECOND AVE
 MEDORA, ND-588450000-0000
 Property Custodian: DEAN WYCKOFF
 Custodian Phone: 701-623-4730 Ext:
 Custodian Fax: 000-000-0000
 Custodian Email: DEAN_WYCKOFF@NPS.GOV
 Condition: Usable Make/Mfg:
 Hazardous: No Part Number:
 Demilitarization: No Model:



Additional Pictures -- Click to Enlarge



Go Green... Reuse is Recycling!

Carbon savings for this item are not available.

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

Item Description
 THIS IS A 8 TO 10 YEAR OLD MULE: NAME (BUBBA), MALE HAS BEEN GELDED. IN GOOD HEALTH. // NO PACKING OR SHIPPING AVAILABLE ///

Item Control Number: 1465N0226315401

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

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

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

Excess property is reported by DOI activities to GSAXcess@/IADS 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@/IADS the previous day. In doing so, you probably would not want to review the property you reviewed in previous sessions.

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

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 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 >)

Activity Address Code

State

Region

Condition Code

Make/Manufacturer

Model

Acquisition Date (= OR >)

Search

In the example above, "07032012" (July 3, 2012) was entered as the DATE REPORTED (=OR>) and a primary criterion "Jeep".

IADS Property Search Results

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

Page: 1

3 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	149KFZ-2265-0010	×	 JEEP	2310	NM	1	EACH	10/06/2012	Usable	
Add to cart	149KFZ-2265-0014	×	 JEEP	2310	AZ	1	EACH	10/06/2012	Usable	
Add to cart	149KFZ-2265-0001	×	 SPORT UTILITY	2310	NM	1	EACH	10/06/2012	Usable	

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

12. 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 DOI activities that know specific DOI 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 DOI, "14" is the Agency Code.

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

State can be used as a search criterion by DOI 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@/IADS 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.

The screenshot shows a search interface with a 'Global Search' section and a 'Choose One Primary Search Criterion' section. A dropdown menu is open for the 'State' field, listing states from Alabama to Delaware. The search criteria include 'Item Name Keyword', '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', and a 'Search' button.

14. Region – Why use this search criterion?

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

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

The screenshot shows a search interface with a 'Global Search' section and a 'Choose One Primary Search Criterion' section. A dropdown menu is open for the 'Region' field, listing regions from 1-Region 1 to 9-Region 9. The search criteria include 'Item Name Keyword', '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', 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)' with a 'Search' button.

15. 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.

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: 7025 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)

7 - Repairable
X - Salvage
S - Scrap

Matching records are displayed below in the IADS 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.

IADS Property Search Results

New Cart (0) Checkout Back Help

SC/NSN : 7025 Page: 1

12 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	148104-2258-0011		COMPUTER MONITORS CRT STANDARD DELL 1702FP	7025	AZ	3	EACH	09/29/2012	Usable	
Add to cart	148247-2271-2006		COMPUTER MONITORS LCD DELL 1703FPS	7025	CO	5	EACH	10/11/2012	Usable	
Add to cart	148247-2271-2007		COMPUTER MONITORS LCD DELL 1704FPVS	7025	CO	5	EACH	10/11/2012	Usable	
Add to cart	148247-2271-2008		COMPUTER MONITORS LCD DELL 1800FP	7025	CO	4	EACH	10/11/2012	Usable	
Add to cart	148247-2271-2009		COMPUTER MONITORS LCD DELL 1907FPC	7025	CO	5	EACH	10/11/2012	Usable	
Add to cart	148247-2271-2010		COMPUTER MONITORS LCD DELL 1907FPC	7025	CO	5	EACH	10/11/2012	Usable	
Add to cart	148247-2271-2011		COMPUTER MONITORS LCD DELL 1907FPC	7025	CO	5	EACH	10/12/2012	Usable	
Add to cart	148247-2271-2012		COMPUTER MONITORS LCD DELL 1907FPC	7025	CO	5	EACH	10/12/2012	Usable	
Add to cart	148247-2271-2013		COMPUTER MONITORS LCD DELL 1907FPC	7025	CO	4	EACH	10/11/2012	Usable	
Add to cart	14711-3-2264-00N06		COMPUTER PRINTERS LASER BLACK HP 6MP	7025	AR	1	EACH	10/05/2012	Usable	
Add to cart	149301-2263-09196		COMPUTER TAPE DRIVES DLT JT20C	7025	NV	1	EACH	10/04/2012	Usable	
Add to cart	149309-2256-0068		LOT OF CPUs, LAPTOPS, AND BAGS	7025	NV	1	LOT	09/27/2012	Usable	

16. 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®/IADS 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.

17. 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®/IADS 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.

18. 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®/IADS Want List

1. What is the “GSAXcess®/IADS Want List” function?

In GSAXcess®/IADS 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 IADS 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®/IADS Want List will return results for GSAXcess®/IADS DOI property items only.

2. How do I get to the IADS Want List” function?

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



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](#)

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

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 \(EADS\)](#) | [Interior Asset Disposal System \(IADS\)](#) | [Report Property](#) | [Want List](#) | [Direct Select](#) | [PTM](#)
 [Advanced Search](#) [Menu](#) [Home](#) [Logout](#)

Want Item List

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

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

Email Attachment Document Type: Word Document Excel Sheet

No Want List Items Found

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
Add/Change Want List Item							
		FSC <input type="text"/>					
		NIIN <input type="text"/>					
		Item Name <input type="text"/>					
		Search with <input type="text" value="Exact Phrase"/>					
		Minimum Condition Code <input type="text" value="Blank"/>					
		State <input type="text"/>					
		Expiration Date <input type="text"/>					
<input type="button" value="Submit"/>							



3. How do I use the IADS Want List” function?

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

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

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

Name: JOHN COMMERCE

Email: NANCY.BROTHERTON@GSA.GOV

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

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

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

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

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

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

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

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 [Change](#)

Want List Item 7020 COMPUTER Successfully added

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
7020		COMPUTER	Exact Phrase	Repairable	OH KY	07/29/2008	Change Delete

Add/Change Want List Item

[FSC](#)

[NIIN](#)

[Item Name](#)

[Search with](#)

[Minimum Condition Code](#)

[State](#) [State](#) [State](#) [State](#) [State](#)

[Expiration Date](#)

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

GSAXcess®
U.S. General Services Administration

User Guides FAQ Program Links Contact Links GSAXcess® HelpDesk

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

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

Want Item List

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

Email Attachment Document Type: Word Document Excel Sheet **Change**

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	7020						
NIIN							
Item Name	COMPUTER						
Search with	Exact Phrase						
Minimum Condition Code	Repairable						
State	OH	State	KY	State	IN	State	
Expiration Date	07/27/2008						
Submit							

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.

Requesting Property In IADS

1. What does “Select” mean?

In IADS, “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 IADS whose quantity available for transfer is one (1).

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

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

3. What is the overall select process?

- A DOI requester selects the item in GSAXcess®/IADS.

- GSAXcess®/IADS 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®/IADS.

4. How long will GSAXcess®/IADS retain my property request?

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

Selecting IADS Property

1. How do I select an IADS property item?

To select a property item, you must first identify the property. This can be done by doing a search on IADS 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 IADS Worldwide Property Item by Category screen for "Furniture". You select the property category, "Furniture" which has 19 property items. When you click on "Furniture" only the property items display because there are less than 50 items.



IADS Search Results List of Items

All Categories > All Items Available - All Categories > Furniture

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

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

Total items available: 19 / Items with photos: 11

Search in Results:

Exact Phrase

[Go!](#)

Page: 1

[<<< Go To](#)

No more records

	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Excess Release Date	Condition	Requested Quantity
	140ABN-2256-0026		MISCELLANEOUS FURNITURE AND FIXTURES	AK	1	LOT	09/27/2012	Usable	
	140ABN-2256-0027		MISCELLANEOUS FURNITURE AND FIXTURES	AK	1	LOT	09/27/2012	Usable	
	148247-2270-2002		BLACK 3-SHELF TV STAND	CO	1	EACH	10/11/2012	Usable	
	1482VK-0262-0003		ONE CABINET AND ONE CASE	CO	1	EACH	10/10/2012	Usable	
	1404D8-2236-0028		CABINET	ID	1	EACH	09/28/2012	Repairable	
	1404D8-2236-0031		CASE	ID	1	EACH	09/28/2012	Usable	
	1404D8-2236-0022		CHAIR	ID	1	EACH	09/28/2012	Repairable	
	1404D8-2236-0027		DESK	ID	1	EACH	09/28/2012	Repairable	
	140203-2256-0001		FILE CABINET	ID	3	LOT	09/27/2012	Repairable	
	1404D8-2236-0025		FILE CABINET	ID	1	EACH	09/28/2012	Usable	
	1404D8-2236-0026		SHELVES	ID	3	EACH	09/28/2012	Repairable	
	141330-2268-0055		WATER COLOR PICTURES	MA	1	LOT	10/03/2012	Usable	
	149309-2256-0069		OFFICE FURNITURE, FANS, CHAIRS	NV	1	LOT	09/27/2012	Usable	
	149309-2256-1104		RACK AND MISC. OFFICE SUPPLIES	NV	1	LOT	09/27/2012	Usable	
	149301-2262-09181		SAFE	NV	1	EACH	10/03/2012	Usable	
	149301-2262-09182		SAFE	NV	1	EACH	10/03/2012	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 "[1404D822360026](#)" to view the description.

IADS Property Data Sheet

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

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

Item Control Number: 1404D822360026
 Item Name: SHELVES
 Screening Ends: September 28, 2012

FSC/National Stock Number: 7110
 Quantity Available: 3 EACH Quantity Requested:
 Orig Unit Acq Cost: \$ 50.00 Total Acq Cost: \$ 150.00

Agency Bureau: Fish and Wildlife Service
 Reporting Agency: DEPT OF INTERIOR FISH WILDLIFE SVC
 POC: JANNETTE BRUMMEL
 POC Phone: 503-231-8225 Ext:
 POC Fax: 503-231-2252
 POC Email: JANNETTE_BRUMMEL@FWS.GOV
 POC CC Email:

Property Location: DEPT OF INTERIOR FISH WILDLIFE SVC
 KOOTENAI NWR
 287 WESTSIDE RD
 BONNERS FERRY, ID-83805

Property Custodian: WAYNE WILKERSON
 Custodian Phone: 208-267-4818 Ext:
 Custodian Fax: 208-267-5570
 Custodian Email: WAYNE_WILKERSON@FWS.GOV

Condition: Repairable Make/Mfg: UNKNOWN
 Hazardous: No Part Number:
 Demilitarization: No Model: SHELVES
 Date Manufacture: January 02, 1980

Picture Not Available

Go Green... Reuse is Recycling!



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

1.87 gallons of gasoline used

Select a Measure:

[Carbon Equivalent](#) [Explanations](#)

Item Description
SHELVES, METAL GREEN GRAY COLOR, 3'WX 18"D, 87"H (2EA W/ 5 SHELVES, 1EA WITH 6 SHELVES & NO BACK PANEL, 1980.)

Item Control Number: 1404D822360026
Item Name: SHELVES

The system displays the Property Data Sheet for Item Control Number 1404D8-2236-0026. The quantity available to select is three (3). You only need two (2).

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.

IADS Property Data Sheet

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

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

Item Control Number: 1404D822360026
Item Name: SHELVES
Screening Ends: September 28, 2012

FSC/National Stock Number: 7110
Quantity Available: 3 EACH Quantity Requested:
Orig Unit Acq Cost: \$ 50.00 Total Acq Cost: \$ 150.00

Agency Bureau: Fish and Wildlife Service
Reporting Agency: DEPT OF INTERIOR FISH W/LDLIFE SVC
POC: JANNETTE BRUMMEL
POC Phone: 503-231-8225 Ext:
POC Fax: 503-231-2252
POC Email: JANNETTE_BRUMMEL@FWS.GOV
POC CC Email:

Property Location: DEPT OF INTERIOR FISH W/LDLIFE SVC
KOOTENAI NWR
287 WESTSIDE RD
BONNERS FERRY, ID-83805

Property Custodian: WAYNE WILKERSON
Custodian Phone: 208-267-4818 Ext:
Custodian Fax: 208-267-5570
Custodian Email: WAYNE_WILKERSON@FWS.GOV

Condition: Repairable Make/Mfg: UNKNOWN
Hazardous: No Part Number:
Demilitarization: No Model: SHELVES
Date Manufacture: January 02, 1980

Picture Not Available

Available Quantity: 3
Selected Quantity: 2
Submit

Reuse is Recycling!

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

1.87 gallons of gasoline used

Select a Measure:
Gallons of Gasoline Used

[Carbon Equivalency](#) [Explanations](#)

Item Description
SHELVES, METAL GREEN GRAY COLOR, 3'WX 18"D, 87"H (2EA W/ 5 SHELVES, 1EA WITH 6 SHELVES & NO BACK PANEL, 1980.)

Item Control Number: 1404D822360026

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.

IADS Property Data Sheet

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

Selected Quantity added to your cart

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

Item Control Number: 1404D822360026
 Item Name: SHELVES
 Screening Ends: September 28, 2012

FSC/National Stock Number: 7110
 Quantity Available: 3 EACH Quantity Requested:
 Orig Unit Acq Cost: \$ 50.00 Total Acq Cost: \$ 150.00

Agency Bureau: Fish and Wildlife Service
 Reporting Agency: DEPT OF INTERIOR FISH WILDLIFE SVC
 POC: JANNETTE BRUMMEL
 POC Phone: 503-231-6225 Ext:
 POC Fax: 503-231-2252
 POC Email: JANNETTE_BRUMMEL@FWS.GOV
 POC CC Email:

Property Location: DEPT OF INTERIOR FISH WILDLIFE SVC
 KOOTENAI NWR
 287 WESTSIDE RD
 BONNERS FERRY, ID-83805

Property Custodian: WAYNE WILKERSON
 Custodian Phone: 208-267-4818 Ext:
 Custodian Fax: 208-267-5570
 Custodian Email: WAYNE_WILKERSON@FWS.GOV

Condition: Repairable Make/Mfg: UNKNOWN
 Hazardous: No Part Number:
 Demilitarization: No Model: SHELVES
 Date Manufacture: January 02, 1980

Item Description
 SHELVES, METAL GREEN/GRAY COLOR, 3"W X 18"D, 87"H (2EA W/ 5 SHELVES, 1EA WITH 6 SHELVES & NO BACK PANEL, 1980.)

Item Control Number: 1404D822360026

Picture Not Available

Go Green... Reuse is Recycling!



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

1.87 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:

IADS View and Update Selection Cart

[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	1404D8-2236-0026	09/28/2012	3		<input type="text" value="2"/>	SHELVES

[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. The following screen will display by clicking on the Continue Selecting button.

IADS Search Results List of Items

All Categories > All Items Available - All Categories > Furniture
 View Cart (1) Checkout
 Total Items available: 19 / Items with photos: 11
 Search in Results: ExactPhrase 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	140ABN-2256-0026		MISCELLANEOUS FURNITURE AND FIXTURES	AK	1	LOT	09/27/2012	Usable	
Add to cart	140ABN-2256-0027		MISCELLANEOUS FURNITURE AND FIXTURES	AK	1	LOT	09/27/2012	Usable	
Add to cart	148247-2270-2002		BLACK 3-SHELF TV STAND	CO	1	EACH	10/11/2012	Usable	
Add to cart	1482VK-0262-0003		ONE CABINET AND ONE CASE	CO	1	EACH	10/10/2012	Usable	
Add to cart	1404D8-2236-0028		CABINET	ID	1	EACH	09/28/2012	Repairable	
Add to cart	1404D8-2236-0031		CASE	ID	1	EACH	09/28/2012	Usable	
Add to cart	1404D8-2236-0022		CHAIR	ID	1	EACH	09/28/2012	Repairable	
Add to cart	1404D8-2236-0027		DESK	ID	1	EACH	09/28/2012	Repairable	
Add to cart	140203-2256-0001		FILE CABINET	ID	3	LOT	09/27/2012	Repairable	
Add to cart	1404D8-2236-0025		FILE CABINET	ID	1	EACH	09/28/2012	Usable	
Change Qty	1404D8-2236-0026		SHELVES	ID	3	EACH	09/28/2012	Repairable	
Add to cart	141330-2268-0055		WATER COLOR PICTURES	MA	1	LOT	10/09/2012	Usable	
Add to cart	149309-2256-0069		OFFICE FURNITURE, FANS, CHAIRS	NV	1	LOT	09/27/2012	Usable	

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 IADS User Profile screen.

IADS User Profile Screen

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

Submit

Activity Address Code:

First Name: Middle Initial: Last Name:

Phone No: | | Extn:

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

First Name: Middle Initial: Last Name:

Room No:

Fax No: | |

Email:

Confirm Email:

Agency Bureau:

Shipping Address Attention:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

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 IADS Update and Checkout Your Cart screen to complete your transfer order. The IADS 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 "IADS 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.

IADS Update and Checkout Your Cart
These are the last items in your Cart

[View Cart](#) [Continue Selection](#) [Back](#) [Help](#)

USER PROFILE [\[<< Edit User Profile >>\]](#)
 Name: NANCY BROTHERTON2 Phone: 571-289-0452 Activity Address Code: 149103
 Approving Official Name: NANCY BROTHERTON Fax: 000-000-0000 Email: NANCY.BROTHERTON@GSA.GOV
 Ship To Address: DEPT OF INTERIOR NPS WAREHOUSE BLDG B-759 5083 FORESTA ROAD EL PORTAL

Checkout Page No: 1

Item Control Number	Item Name	State Code	Excess Release Date	Reimbursable	Quantity Available	Quantity Requested by Others	Quantity Selected	Option
1404D8 2236 0026	SHELVES	ID	09/28/2012		3		<input type="text" value="2"/>	Change Qty

Checkout Page No: 1

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.

IADS Checkout Confirmation
Checked out Transfer Orders : 1 (1 ICNs)

[View Cart \(0 \)](#) [Continue Selecting](#) [Back](#) [Help](#)

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

Page: 1

Item Control Number	Date Requested	Sequence Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Item Name or Error Message
1404D8-2236-0026	09/27/2012	0071	3		2	SHELVES

Select Documentation

1. What kind of documentation is generated when I select an IADS property item?

After you select and checkout an IADS 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 DOI Organizational Property Management Officer (OPMO) who will review the order and send it to the approving official.

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

E-mail Cover Sheet

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

FROM: DEPARTMENT OF INTERIOR
1801 PENNSYLVANIA AVENUE
WASHINGTON, DC 20006

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 : WAYNE WILKERSON
208-267-4818
FAX: 208-267-5970

The property being requested is located at the following address:

KOOTENAI NWR
287 WESTSIDE RD
BONNERS FERRY, ID 83805-

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

Point of Contact: JANNETTE BRUMMEL
FAX: 803-231-2252
EMAIL Address: JANNETTE_BRUMMEL@FWS.GOV

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

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

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

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

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

<p>TO: WAYNE WILKERSON 208-267-4818 208-267-5570 (FAX)</p> <p>Reporting Activity: DEPT OF INTERIOR FISH WILDLIFE SVC CONTRACTING AND GEN SVCS 911 NE 11TH AVENUE PORTLAND, OR 97232-4181</p> <p>Location of Property: DEPT OF INTERIOR FISH WILDLIFE SVC KOOTENAI NWR 287 WESTSIDE RD BONNERS FERRY, ID 83805-</p> <p>Appropriation Symbol and Title: _____</p>	<p>Ordering Activity: DOI TEST SUBMISSION DEPT OF INTERIOR NPS YOSEMITE NP NPS WAREHOUSE BLDG B-759 5083 FORESTA ROAD EL PORTAL CA 95318</p> <p>Freeze Activity: NANCY BROTHERTON 571-289-0482</p> <p>Ship To: DOI TEST SUBMISSION DEPT OF INTERIOR NPS YOSEMITE NP NPS WAREHOUSE BLDG B-759 5083 FORESTA ROAD EL PORTAL CA 95318</p> <p>Shipping Instructions: _____ _____ _____ _____</p>
---	---

Item Control No.	UI	Quantity	Unit Cost	Total Cost
-----	---	-----	-----	-----
140408 2286 0026	EA	2	50.00	100.00

Condition: Repair Excess Release Date: 09/28/2012

Noun Name: SHELVES

Reporting Activity Approval:	Ordering Agency Approval:
SIGNATURE: _____	SIGNATURE: _____
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

1. 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.

2. How do I determine if there are competing requests?

The "IADS 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 > Furniture

View Cart (0) Checkout Back Help

Total items available: 72 / Items with photos: 0 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	129104-0075-41645		MAP CABINET	CA	1	EACH	03/31/2010	Usable	1
Add to cart	129JNE-0089-LNF06		OFFICE FURNITURE	CA	1	EACH	04/14/2010	Usable	
Add to cart	129JNE-0089-LNF02		OFFICE FURNITURE	CA	1	EACH	04/14/2010	Reparable	
Add to cart	129JNE-0089-LNF03		OFFICE FURNITURE	CA	1	EACH	04/14/2010	Usable	
Add to cart	129JNE-0089-LNF04		OFFICE FURNITURE	CA	1	EACH	04/14/2010	Usable	
Add to cart	129JNE-0089-LNF05		OFFICE FURNITURE	CA	1	EACH	04/14/2010	Usable	

3. 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.

Property Data Sheet

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

<p>Item Control Number: 129104007541645</p> <p>Item Name: MAP CABINET</p> <p>Screening Ends: March 31, 2010</p> <p>FSC/National Stock Number: 7125</p> <p>Quantity Available: 1 EACH</p> <p>Orig Unit Acq Cost: \$ 1000.00</p> <p>Agency Bureau: Natural Resources Conservation Service</p> <p>Reporting Agency: 430 G. ST. #4164</p> <p>POC: JOHN MCCLURE</p> <p>POC Phone: 530-792-5677 Ext:</p> <p>POC Fax: 530-792-5731</p> <p>POC Email: JOHN.MCCLURE@CA.USDA.GOV</p> <p>Property Location: 430 G. ST. #4164 DAVIS, CA-956164164-4164</p> <p>Property Custodian: NANCY WHITMIRE</p> <p>Custodian Phone: 530-792-5635 Ext:</p> <p>Custodian Fax: 530-792-5794</p> <p>Custodian Email: NANCY.WHITMIRE@CA.USDA.GOV</p> <p>Condition: Usable</p> <p>Hazardous: No</p> <p>Demilitarization: No</p> <p>Item Description STURDY MAP CABINET IN VERY GOOD SHAPE.</p>	<p>Quantity Requested: 1</p> <p>Total Acq Cost: \$ 1000.00</p> <p>Make/Mfg: UNKNOWN</p> <p>Part Number:</p> <p>Model:</p>	 <p>Additional Pictures -- Click to Enlarge</p> 
---	---	--

Item Control Number: 129104007541645

Item Name: MAP CABINET

[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.

Current Actions For An Item Control No

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

Item Control Number: 129104007541645	Quantity Available: 1	Page: 1				
No more records available						
Serial No	Quantity	Name	State	Requested Date	Status	Status Date
1	1	SHARMA,SURESHC	CA	03/29/2010	ALLOCATED	

Changing Requests for an IADS Property Item

1. Can I change an IADS 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/HUO](#)
- [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](#)

2. How do I change a property request?

By clicking on the “Change Requests” hyperlink from the IADS Menu you are taken to the “IADS 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 “IADS 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

Checked out Transfer Orders : 1 (1 ICNs) [Back](#) [Help](#)

[Update Quantity](#) Page: 1

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	126395-0098-0007	04/13/2010	0097	90		45	ELECTRICAL HARDWARE AND S

[Update Quantity](#)

In the example below, you change the Quantity Requested to twenty (20) by typing over the forty-five (45) and click the red Update Quantity button. The following screen is displayed with a system message “1 Request(s) updated successfully”. In the Item Name or Error Message column, the system confirms the update with the message, “Requested Qty Updated.”

AAMS Change Existing Requests

Checked out Transfer Orders : 1 (1 ICNs) [Back](#) [Help](#)

[Update Quantity](#) Page: 1

1 Request(s) updated successfully

Select	Item Control Number	Date Requested	Sequence Number	Quantity Available	Quantity Requested by Others	Quantity Requested by User	Item Name or Error Message
Delete	126395-0098-0007	04/13/2010	0097	90		20	Requested Qty Updated

[Update Quantity](#)

3. How do I delete a property request?

GSAXcess®/IADS 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 IADS 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

Report Property Menu

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

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

- [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](#)

[Help](#)

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

IADS Delete Requests

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

[Delete](#)

No more Requests available

Page: 1

Select	Item Control Number	FSC	Item Name	Requested Quantity	Requested Date
<input type="checkbox"/>	1404D8-2236-0026	7110	SHELVES	2	09/27/2012

[Delete](#)

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?”

IADS Delete Requests

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

[Delete](#)

No more Requests available

Page: 1

Select	Item Control Number	FSC	Item Name	Requested Quantity	Requested Date
<input checked="" type="checkbox"/>	1404D8-2236-0026	7110	SH	2	09/27/2012

Message from webpage

Are you sure you want Delete selected 1 Requests?

[\[FAS Home\]](#)
[\[GSA Home\]](#)
[\[GSA Browsers\]](#)

Government Made Easy

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”.



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

1. What is the Transfer Property function?

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

- Review your transfer orders;
- Review the freezes against your property in GSAXcess®/IADS;
- 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.

2. How do I review my transfer orders?

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



Worldwide Property Items by Category

[Foreign Gift](#) [Disaster Relief Items](#) [Help](#)

All Items Available - All Categories

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

Total number of items available: 1,618 / Total items available with Photos: 12

- [Agricultural Equipment and Supplies](#) (21)
- [Aircraft](#) (4/0)
- [Aircraft Parts and Tires](#) (6/0)
- [Automobiles](#) (20/2)
- [Boats](#) (9/0)
- [Clothing and Personal](#) (128/0)
- [Communication and Detection Equipment](#)
- [Computer Equipment](#) (247/1)
- [Computer Software and Accessories](#) (26)
- [Construction Equipment](#) (23/0)
- [Electrical and Electronic Equipment and Components](#) (23/0)
- [Electrical and Electronic Measuring and Testing Equipment](#) (23/0)
- [Fire Trucks and Fire Fighting Equipment](#) (9/0)
- [Food Preparation and Serving Equipment](#) (22/0)
- [Furniture](#) (133/3)
- [Hardware](#) (19/0)
- [Household](#) (15/0)
- [Industrial Service and Trade Machinery](#) (15/0)
- [Industrial Special Machinery](#) (39/0)
- [Jewelry and Collectibles](#) (0/0)

A Customer has requested your item(s) in internal screening. Please use the 'Review and Transfer Multiple Items' function of the IADS 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!

- [Travel Trailers](#) (39/0)
- [and Supplies](#) (136/1)



ICN: 129A28128405053
BRUSH PLOW
[Surplus]
[« Previous](#) [Next »](#)

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

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

GSAXcess® Main Menu

<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>IADS 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 CFL Total Donated to School

After you click on the blue Review and Transfer Multiple Items hypertext, the system displays the IADS Review and Transfer Multiple Frozen Items screen. This screen displays only your items that have been frozen during the DOI 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.

IADS Review and Transfer Multiple Requested Items

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

Transfer

No more Request Records Page: 1

Item Control Number	Quantity Available	Total Requested	Qty To Transfer	Item Name/Message
140BKX-2227-0002	2	3	<input type="text"/>	KAYAK

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

IADS Evaluate Competing Requests

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

Item Control Number: 140BKX - 2227 - 0002 Page: 1

Noun Name: KAYAK Quantity Available: 2

Transfer Delete

No more Request records

Name	Request		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
SECURITY JUDY	08/17/2012	2	<input type="text"/>		
SECURITY JUDY	09/26/2012	1	<input type="text"/>		

Transfer Delete

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

IADS Requester Information

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

Item Control Number	140BXX - 2227 - 0002	Available Quantity: 2
Requester Activity Address Code	140571	Requested Quantity : 2
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	TEST ITEMS	
Ship to Address	BUREAU INDIAN AFFAIRS WAPATO IRRIGATION PROJ WAPATO WA 98951	

IADS Requester Information

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

Item Control Number	140BXX - 2227 - 0002	Available Quantity: 2
Requester Activity Address Code	1433AX	Requested Quantity : 1
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	PRACTICE TEST PRACTICE TEST	
Ship to Address	DEPT OF INTERIOR GEOLOGICAL SURVEY PROPERTY MANAGEMENT SECTION STOP 231 NATIONAL CENTER RESTON VA 20192	

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

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

4. 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 IADS 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.

5. 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
TRANSFER QTY CHANGED	07/22/2008		<input type="text"/>	07/22/2008	
TRANSFER QTY CHANGED	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.

6. 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 IADS Menu as shown.



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](#)

IADS 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 system will display the IADS 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.

Appendix A - Disposal Condition Code

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

Appendix B - Demilitarization Code Table

- 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
 1386 Underwater use explosive ordnance disposal and swimmer weapons
 system
 1390 Fuses and primers
 1395 Miscellaneous ammunition
 1398 Specialized ammunition handling and servicing equipment
 1410 Guided missiles
 1420 Guided missile components
 1425 Guided missile systems, complete
 1427 Guided missile subsystems
 1430 Guided missile remote control systems
 1440 Launchers, guided missile
 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
 Electronic countermeasures, counter-countermeasures and quick
 5865 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
 6685 instruments
 6695 Combination and miscellaneous instruments
 6710 Cameras, motion picture
 6720 Cameras, still picture
 6730 Photographic projection equipment
 6740 Photographic developing and finishing equipment
 6750 Photographic supplies
 6760 Photographic equipment and accessories
 6770 Film, processed
 6780 Photographic sets, kits, and outfits
 6810 Chemicals
 6820 Dyes
 6830 Gases: compressed and liquefied
 6840 Pest control agents and disinfectants
 6850 Miscellaneous chemical specialties
 6910 Training aids
 6920 Armament training devices
 6930 Operation training devices
 6940 Communication training devices
 7010 Adp 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
 Ammunition and nuclear ordnance boxes, packages and special
 8140 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 Jams, jellies, and preserves
 8935 Soups and bouillons
 8940 Special dietary foods and food specialty preparations
 8945 Food, oils and fats
 8950 Condiments and related products
 8955 Coffee, tea, and cocoa

8960 Beverages, nonalcoholic
 8965 Beverages, alcoholic
 8970 Composite food packages
 8975 Tobacco products
 9110 Fuels, solid
 9130 Liquid propellants and fuels, petroleum base
 9135 Liquid propellant fuels and oxidizers, chemical base
 9140 Fuel oils
 9150 Oils and greases cutting, lubricating, and hydraulic
 9160 Miscellaneous waxes, oils, and fats
 9310 Paper and paperboard
 9320 Rubber fabricated materials
 9330 Plastics fabricated materials
 9340 Glass fabricated materials
 9350 Refractories and fire surfacing materials
 9390 Miscellaneous fabricated nonmetallic materials
 9410 Crude grades of plant materials
 9420 Fibers: vegetable, animal, and synthetic
 9430 Miscellaneous crude animal products, inedible
 9440 Miscellaneous crude agricultural and forestry products
 9450 Nonmetallic scrap, except textile
 9505 Wire, nonelectrical
 9510 Bars and rods
 9515 Plate, sheet strip, foil, and leaf
 9520 Structural shapes
 9525 Wire, nonelectrical, nonferrous base metal
 9530 Bars and rods, nonferrous base metal
 9535 Plate, sheet, strip, and foil; nonferrous base metal
 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.