CFL Instructions for Property Managers

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

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

GSA’s computer system for recording, tracking and controlling the worldwide inventory of excess and surplus property of the Federal government
Log-in:

- GSAXcess® assigned
  - Register ‘Search Only’
  - APO
  - NUO
  - GSA Property Management
  - Division Central Office
  - SASP Directors

- Password
  - User assigns
  (Exception ‘Search Only’ predetermined)

On-line Registration:

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

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

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

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

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

- Grant direct access to agency or bureau authorized users.
- Have visibility of all users with access to system within the agency or bureau.
- Have ability to delete and make changes to user records.
- Have ability to send “Group Email” to users.

Access Granted Only Agency/Bureau

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

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

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

Agency Bureau

4700 Federal Supply Service, All Other

#2 Reporting Agency Address

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

City

State

ZIP

#3 Point of Contact

First Name

Last Name

Phone

Extension

Fax

Email Address

Notify Point of Contact when Available for Sale

#4 Property Location

City

State

ZIP

#5 Property Custodian

First Name

Last Name

Phone

Extension

Fax

Email Address

Notify Property Custodian when Available for Sale

#6 Property Type

Regular Utilization and Donation Screening

If you need assistance, contact your NIID or APD

#7 Agency Location Code (Station Deposit Symbol)

#8 Appropriation or Fund To Be Reimbursed

#9 Agency Control Number

#10 Federal Supply Class/National Stock Number

#11 Hardware Type

#12 Equipment Type

#13 Processing Speed

#14 RAM

#15 Hard Disk Size

#16 Hard Disk Status

Is Equipment for Computers for Learning (CFL)?

Special Instructions:

#17 Make

Model

#18 Item Name

Quantity

#19 Unit of Issue

Original Acquisition Cost (per Unit)

Fair Market Value (per Unit)

Condition

Demobilization

Manufacturer

Date Manufactured

Acquisition Date

Surplus Release Date

Property Description

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

Report Property Screen

1. Item control number.

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

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

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

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

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

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

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

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

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

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

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

13. **Processor** - Hyperlink to a drop down menu

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

15. **Ram** - Not required

16. **Hard Disk Size** - Not required

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

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

19. **Make** - Pre-filled by Computer Equipment Screen

20. **Model** - Not required

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

22. **Quantity** - Number of items you are

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

24. **Original Acquisition Cost** - Cost per Unit.

25. **Fair Market Value** – not required.

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

27. **Manufacturer** - Not required.

28. **Date Manufactured** - Not required

29. **Acquisition Date** - Not required.

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

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

1. Select **Hardware Type** from the drop down menu. Several options appear for the equipment type for you to choose from.
2. **Select Equipment Type** from the next drop down menu. Several options are available for you to choose from.
3. Select **Make** from the drop down menu. The options are now limited.
4. You have now created the “Noun Name”. This noun name will be available for future selection. Select Submit. The system will pre-fill these fields on the “Report Property Screen”
Allocation of Equipment

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

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

School Confirmation E-mail

SUBJECT: Checkout Confirmation

Dear DENISE A HICKS

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Control No</th>
<th>CFL Release Date</th>
<th>MAKE</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>473082-7073-12341</td>
<td>03/21/2007</td>
<td>DELL</td>
<td></td>
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</table>

Item Name: COMPUTER LAPTOP DELL  IBM COM INTEL

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

Reporting Message to Property Managers

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

Dear Property Manager:

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

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

<table>
<thead>
<tr>
<th>Item Control Number</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>473082-7073-12341</td>
<td>COMPUTER LAPTOP DELL IBM COM INTEL</td>
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</table>