

A Quick Guide to AAMS-USDA August 2005

Background

USDA is replacing the excess module of PMIS that is managed by the Departmental Excess Personal Property Coordinator (DEPPC) in Rural Development with the General Services Administration's Agency Asset Management System (AAMS). AAMS is a module within GSA's GSAXcess system.

By contracting with GSA for the use of AAMS, AAMS will allow USDA to avoid the cost of developing an excess module in CPAIS and eliminate costly upgrades to maintain a system compatible with GSAXcess. Primary benefits include the capability to:

- report excess for internal screening,
- report exchange/sale property,
- link for submitting pictures,
- select data from several drop down menus,
- generate electronic transfer documents,
- receive e-mail notifications,
- access to on-line Help menu, and
- use of one excess system.

AAMS collects the same reporting data as DEPPC. However, AAMS displays the data in a different layout. AAMS will not carry over property data from PMIS/CPAIS. Users must key in required property data. Areas/locations will be responsible for allocating excess property that is requested only during USDA's internal screening period.

Establishing Users

Headquarters will establish Area/location User-ID's and passwords. Users should follow any internal Area policy to request access to AAMS/GSAXcess. Users may have multiple access levels. Levels are:

- Report, and
- Search and Select

To request access, submit the following information (via e-mail):

- Name,
- E-mail address,
- Fax Number,
- Telephone Number,
- Activity Address Code,
- Office Address, and
- Access level.

When Headquarters establishes ID's, the system will forward an e-mail notification directly to the new user. The e-mail will include the new user's identification code and temporary password.

USDA has programmed the system to **automatically delete any User ID for non-use during a 6-month period.** Users will have to request reinstatement through Headquarters, submitting all required information.

If a user forgets their ID or password, users must call the GSA Help Desk for assistance. Headquarters cannot assist if a user forgets their password.

Reporting Excess

Users should follow internal Area/ARS policy prior to reporting excess, ensuring appropriate approvals and supporting documentation. Prior to submitting excess reports, users should ensure they have adequate descriptive information to describe excess items. The more accurate and descriptive information the user provides, the greater the opportunity for reutilization.

To report excess users will access AAMS through www.gsaccess.gov

- click on the AAMS-USDA link at the top of the screen,
- click on the "Create Report" link under Report Property, and
- follow the field layout and key in the required information.

AAMS highlights mandatory fields in yellow and highlights fields that provide a drop down menu in blue. Most fields are self-explanatory. If users have questions regarding specific fields, click on the "Help" button, to the right of the screen, to access the on-line menu.

The Item Control Number replaces the excess report number (ERN) previously used in DEPPC but uses the same format; activity code address, Julian date and line item number. There is an additional suffix to the item control number for submitting pictures.

There is a separate section for property contact information and for the custodial/technical contact. Users must complete both the property contact information and the custodial contact information, regardless if the information is the same. When updating, ensure all contact information is accurate, specifically accurate e-mail addresses and fax numbers. AAMS sends e-mail notifications and users rely on fax numbers to process transfers. The system default is to forward an e-mail notification to the property point of contact when excess reports transfer to GSA Sales and when the user changes the "drop after internal screening" field to "Yes" (for transfers under Computers for Learning, Stevenson-Wylder, etc.).

Not all fields in the reporting module are required, such as "special description code and text", "fair market value", and "date manufactured". "Agency Location Code" and "Appropriation" fields are only required when reporting exchange/sale property. When

submitting excess reports, the system will list error messages if all required fields are not completed or in incorrect format. We have included specific information for the following fields:

Submitting Pictures. Click on link for naming and transmitting pictures for on-line customers.

Special Instructions. The default is “To Be Sold by GSA” (GSA Auctions). Users should only change this field if the Area/location conducts the sale.

Property Type. If property is exchange/sale, key on “Yes”. If property is “**excess**”, key on “Property does not have special reimbursable authority”. ARS does not have special authority to retain proceeds from excess/surplus. ARS may only retain proceeds for exchange/sale property.

Agency Control Number. USDA will use this field to key in the **AG number** for accountable property.

Federal Supply Class. When users select Federal Supply Class 23, the system will display additional fields specific to motor vehicles. Information includes: number of cylinders, fuel type (with a drop down menu), body style (with a drop down menu) VIN, estimated mileage, make, and model.

Item Name/Weapons List. Key in the descriptive item name. Users will have the opportunity to key in additional detailed information in “property description”. If the item is a weapon, selection the descriptive option from the drop down menu.

Drop After Internal Screening. System default is “No”, which allows the report to transfer to GSAXcess after USDA screening. **If the user is reporting excess for USDA screening only (for transfers under Steven-Wydler, etc), change to “Yes”.** When changed to “yes”, the report will not be transferred to GSAXcess or GSA Auctions..

Excess Release Date. System generated. This is the date when 15-day internal screening is completed. If the Area/location has a urgent need to shorten this period, Area Property Management Officers may request permission to shorten the time frame through Headquarters. Headquarters will request permission from the Departmental Coordinator for AAMS in USDA’s Office of Procurement and Property Management.

Surplus Release Date. The system will generate this date once the report transfers from internal screening to GSAXcess. Items will remain in GSAXcess for 21 days.

Property Description. Key in the “**serial number(s)**” and additional detailed descriptive information as appropriate.

Click on “**Submit**” to submit the report.

If users have multiple excess reports to process, AAMS offers an option after the first submission to “retain common data”, which is property and custodial point of contact, or “re-display all data”, which includes point of contacts and primary property data. These fields are displayed at the bottom on the screen.

Users may submit similar lots of excess by grouping similar items together. Users need to ensure they key in the correct quantity and the acquisition cost **per unit**.

Under the “Report Property” menu, users may modify or delete excess reports as appropriate. Follow the screen prompts.

Reporting Excess for USDA Internal Screening

When reporting excess for USDA internal screening (for transfers under USDA Donation Programs such as Stevenson-Wydler Technology Act, Computers for Learning, etc.) users will follow same prompts for Reporting Excess. **However users must change field “Drop After Internal Screening Period” from No to “Yes”.** This will prevent the system from forwarding the report to GSAXcess. The property contact will receive a e-mail confirming that the report has cleared internal screening. The property contact can follow existing policies to process transfers under Donations Programs, etc.

Reporting Exchange/Sale Property

Users should follow internal Area policy prior to reporting exchange/sale property, ensuring appropriate approvals and supporting documentation. ARS primarily use this for vehicles. However, Areas/locations may have other exchange/sale property and should use as appropriate. To report exchange/sale property, access AAMS through www.gsaxcess.gov

- click on the AAMS-USDA link at the top of the screen,
- click on “Create Report” link under Report Property, and
- follow the field layout and key in the required information.

Under “Special Instructions” users will need to indicate if the item is to be sold by GSA. The system default is “To Be Sold by GSA”. If the Area/location plans on selling the excess personal property themselves or through a contractor, the user will need to uncheck this box.

Under “Property Type” click on “Yes” to indicate property is “Exchange/Sale.

The following fields are mandatory for exchange/sale property. These fields indicate the Agency deposit symbol and appropriation fund where sale proceeds are credited:

- Agency Location Code (Station Deposit Symbol)
- Appropriation or Fund To Be Reimbursed

Complete remaining fields as appropriate and finalize by depressing “Submit”.

Freezing Excess During Internal Screening Period

When a user places a freeze on excess during the internal screening period, the user will receive an e-mail notification confirming the freeze and asking the user to verify the shipping address. Within 24 hours, the system generates an electronic form SF-122, Transfer Order. The user is required to obtain the appropriate approving official's signature. The approving official should be someone who is authorized to approve, or has authority to approve obtaining excess Government property for official Government business.

The approving official must complete the form SF-122 with their signature and title and then fax the completed form to the reporting agency's property contact. Prompt completion and return of the transfer document is essential since allocation is initially based on a first come first serve basis. However, allocation is not confirmed until the reporting agency returns a completed transfer document back to the requesting agency. The requesting agency is responsible for paying transportation costs.

To "Freeze" excess during internal screening, access AAMS through www.gsaxcess.gov

- click on the AAMS-USDA link at the top of the page,
- click on the "Search and Freeze" link, and
- enter your search criteria (FSC, item control number, activity address code, description, state, etc.).

The system will display excess records that meet the search criteria. To view details of a specific record, click on the item description. The system will display detailed information regarding the item. To "Freeze"

- click on "freeze",
- enter "freeze quantity" (users cannot request a freeze quantity greater than the number available),
- enter "approving official" data (name, e-mail, fax,),
- enter shipping address, and
- click on "freeze" to finalize.

Deleting a Freeze

It is extremely important to delete an inadvertent freeze or a freeze no longer wanted. AAMS will not forward an excess report to GSAXcess if there is a pending internal freeze. To delete a freeze, access AAMS through www.gsaxcess.gov

- click on the AAMS-USDA link at the top of the page, and
- click on "Delete Freezes"

The system will display records that have been "frozen" by the user (identified by the User-ID). The user will:

- identify the property by the item control number,
- click on the “selection box” next to the item, and
- click on “delete”.

The system will display the number of “freezes” that have been deleted.

Allocating Excess

Agencies are responsible for allocating excess requested during the Internal Screening Period. However, when excess passes to GSAXcess, GSA has sole responsibility for allocating excess personal property.

During the Internal Screening Period, USDA agencies and their sponsoring institutions have the opportunity to acquire excess before it becomes available in GSAXcess.

Examples of USDA sponsoring institutions include:

- 1862/1890 Land Grant Institutions,
- Forest Service-FEPP Institutions,
- 1994 Tribal Institutions, and
- Hispanic Serving Institution.

These institutions have the same eligibility as a USDA agency. They have priority to acquire USDA excess before organizations eligible under “Computers for Learning” or “Stevenson-Wydler Technology Act”. All transfer requests must go through their sponsoring agency. Follow agency policy to transfer to eligible institutions.

When allocating excess property, agencies will follow existing USDA Policy, which states allocation is on a first come first serve basis. If there are competing requests, use the following criteria for determining allocation:

- emergency need, or
- avoidance of a new procurement.

When a user places a freeze on excess property, the user receives an e-mail notification forwarding the electronic form SF-122. Without checking the system, the reporting agency is only aware of a “freeze” upon receipt of the transfer document. After receipt of the transfer document, the reporting office will:

- review the transfer document,
- approve the form by providing signature and title,
- fax the completed transfer order to the requesting agency, and
- allocate the property in AAMS.

The reporting agency and the requesting agency will work together to process the transfer. Allocation will not occur until the reporting agency returns a completed transfer

document back to the requesting agency. The requesting agency is responsible for paying transportation costs.

The reporting agency should notify the requesting agency if the request is denied, such as competing requests, withdrawing excess for internal use, etc.

Allocating in AAMS. After completing the transfer document, the reporting contact will allocate the transfer in AAMS through www.gsaxcess.gov

- click on AAMS-USDA link at the top of the page,
- click on the link to “Review and Transfer Multi Items” or “Review and Transfer Single Item” as appropriate,
- identify the property by the item control number,
- enter the quantity transferred, and
- click on “Transfer”.

User will receive a confirming message that the transfer is completed.

Note: When allocating, users need to ensure they are aware of the eligibility status of USDA agencies and USDA sponsoring institutions and regulations covering allocation criteria and competing requests.

Additional AAMS Features

AAMS offers other features that are not listed in this short guide. Offices should explore the system to familiarize themselves with these features and determine how they may assist them.

Address questions using AAMS through Headquarters or through USDA’s Departmental Coordinator in the Office of Procurement and Property Management.