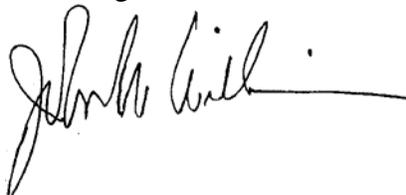


For: State Offices

Agency Asset Management System (AAMS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

AAMS replaced the Departmental Excess Personal Property Coordinator (DEPPC) effective August 29, 2005. DEPPC previously performed the internal screening for Department excess personal property through its monthly catalogs and the Property Management Information System (PMIS). Once the Departmental screening was accomplished, the records were transmitted electronically to GSA for further screening by other Federal and State agencies.

AAMS will be used to report **all** excess personal property for the 15-calendar-day internal screening process. After internal screening is completed, property will automatically go from AAMS to GSAXcess for a 21-calendar-day Federal screening.

Note: This included property over \$5,000 purchased by non-federal funds.

B Purpose

This notice informs FSA State Offices that:

- DEPPC is obsolete
- AAMS is operational and should be used to report **all** excess personal property
- all AAMS users must be assigned an access code and password
- AAMS instructions are in this notice and will be available on the GSA Web site.

Note: Maryland State Office and the National Office will report all excess personal property directly to Centralized Excess Property Operation (CEPO) in lieu of AAMS.

Disposal Date	Distribution
June 1, 2007	State Offices
12-21-06	

1 Overview (Continued)

C Contacts

For questions and to obtain AAMS access, contact Verda Gibson, MSD, Kansas City Administrative Services Branch, Property and Facilities Management Section by either of the following:

- telephone at 816-926-1517
- e-mail to verda.gibson@kcc.usda.gov.

Exception: Maryland State Office shall contact Chip Doyle, MSD, Property and Facilities Management Branch by either of the following:

- telephone at 202-690-3644
- email to chip.doyle@wdc.usda.gov.

2 Quick Guide to AAMS-USDA

A Report Preparation

Before submitting excess reports, users should have:

- Administrative/Accountable Property Officer approval
- completed FSA-951
- adequate excess item description information.

Note: Accurate and descriptive information increases the opportunity for reutilization.

B Reporting Excess Personal Property

To report excess personal property, users will access AAMS through www.gsaxcess.gov and do the following:

- obtain access code and temporary password by contacting Verda Gibson
- click "Login"
- enter access code and password (assigned by GSA)
- click the "AAMS" link at the top of the screen
- click the "Create Report" link under "Report Property"
- follow the field layout, and enter the required information.

Notes: Fields marked with an asterisk (*) are required. Most fields are self-explanatory. If users have questions about specific fields, click on the "Help" button to the right of the screen which accesses the on-line help menu.

The item control number replaces the excess report number previously used in DEPPC. There is an additional suffix to the item control number for submitting pictures.

2 Quick Guide to AAMS-USDA (Continued)

C Property and Custodial/Technical Contact Information

There are separate sections for property contact information and for the custodial/technical contact information. Users must complete both sections even if the information is the same. When updating, ensure that all contact information is accurate, especially e-mail addresses and FAX numbers.

Important: 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.).

D General Field Information

Not all fields in the reporting module are required such as “Special Description Code and Text,” “Fair Market Value,” and “Date Manufactured.” The “Agency Location Code” and “Appropriation” fields are only required when reporting exchange/sale property.

Upon submitting excess reports, the system will provide the user with error messages if all required fields are not completed or there are format errors.

E Specific Field Information

The following information about specific fields should help users enter information in AAMS.

Agency Control Number. USDA will use this field to key in the NFC-ID or Corporate Property Automated Information System ID number for accountable property (unit cost of \$5,000 and above).

Federal Supply Class. When users select Federal Supply Class 23, additional fields will be displayed that are specific to motor vehicles.

Item Name/Weapons List. Enter the descriptive item name. Users will have the opportunity to enter additional detailed information in “Property Description.” If the item is a weapon, select the descriptive option from the drop down menu.

2 **Quick Guide to AAMS-USDA (Continued)**

E Specific Field Information (Continued)

Drop After Internal Screening. The system default is “No,” which allows the report to transfer to GSAXcess after USDA screening is completed. If the user is reporting excess for USDA internal screening only, change to “Yes.” When changed to “Yes,” the report will not transfer to GSAXcess.

Excess Release Date. The release date is system generated and is the date when internal screening is completed. Internal screening is 15 calendar days from the date entered.

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 calendar days.

Property Description. Key in the serial numbers and additional detailed descriptive information as appropriate.

F Report Submission

To submit the report:

- verify information accuracy
- click on “Submit.”