

Collaborate



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Cultivate



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Maximize



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Achieve



Collaborate **For Success**

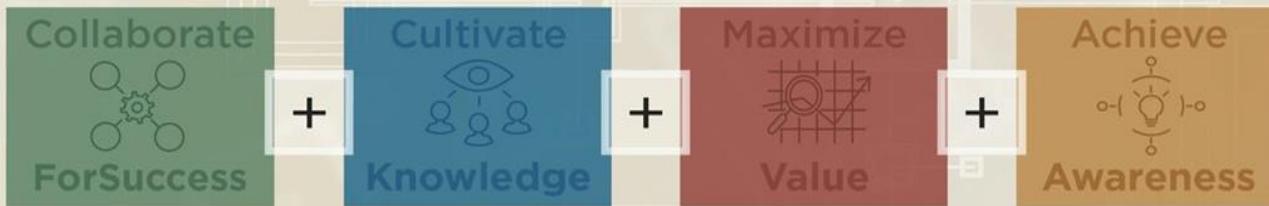
Cultivate **Knowledge**

Maximize **Value**

Achieve **Awareness**

Personal Property Overview

Jerry Penrose
Area Property Officer



Training Summary

➤ Handouts

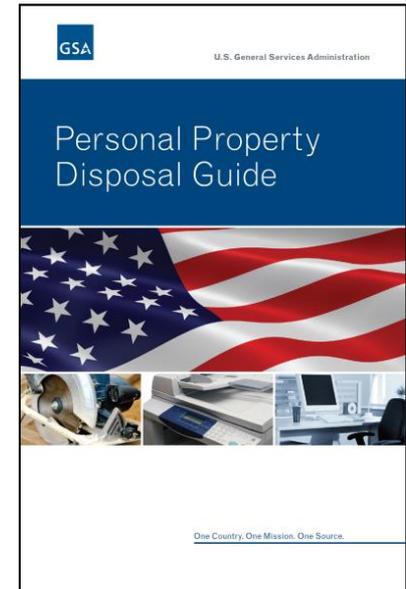
- Personal Property Disposal Guide
 - Publications <http://gsa.gov/cmls>
- Property Disposal Websites
- Federal Property Disposal Flowchart

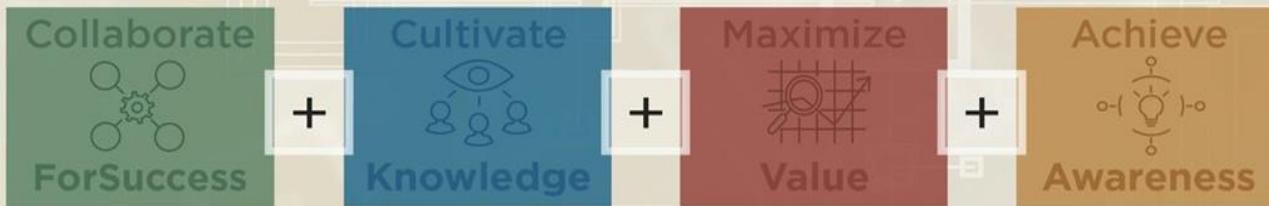
➤ Presentations

- Available on GSAXcess.gov Homepage

➤ Class Exercises / Participation

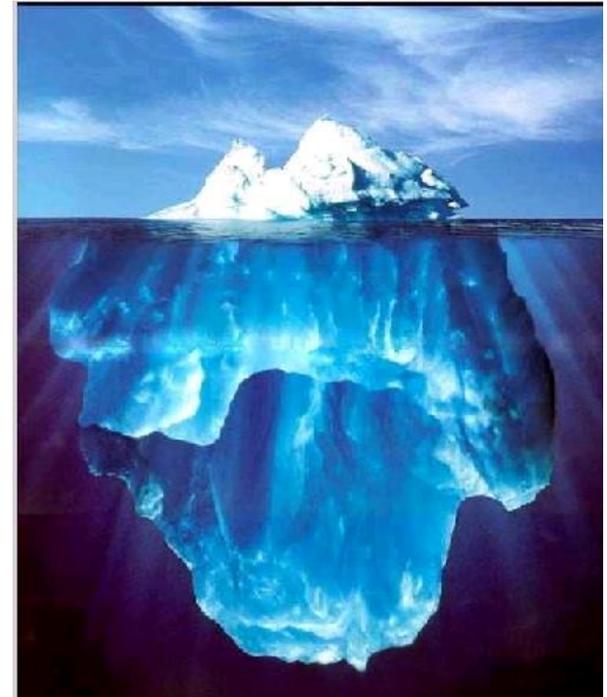
- What do you expect to get out of this training?

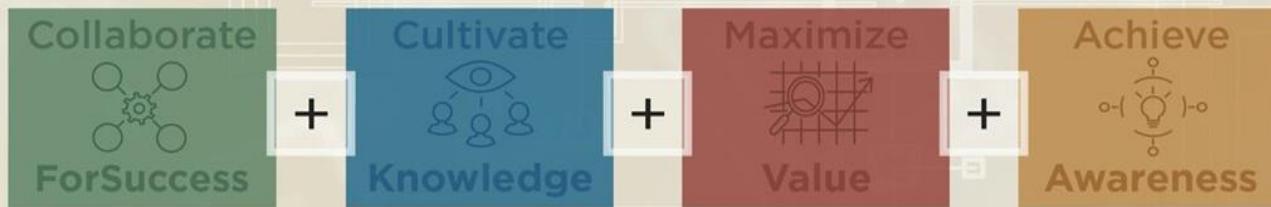




The Big Picture

- The U.S. Government purchases more supplies and materials than any other entity in the world.
- Requires effective and efficient disposal solutions
- **FMR 102-36:** Disposition of Federal Excess Personal Property

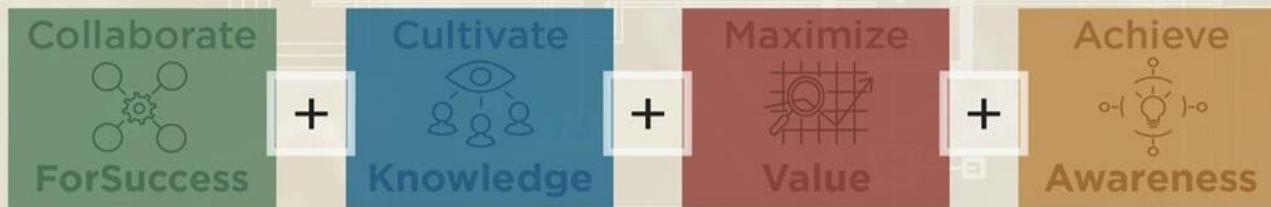




GSA Sustainability Plan

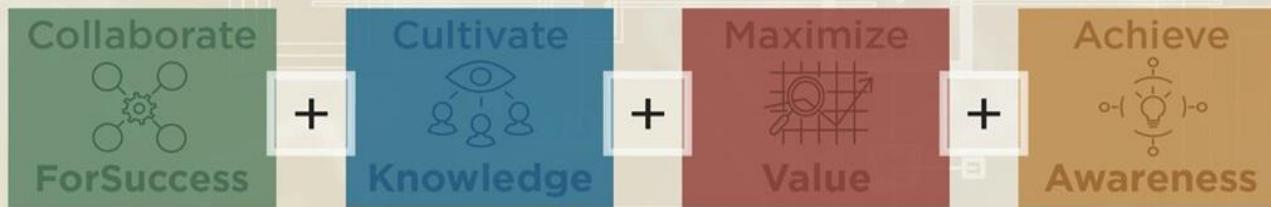
- GSA has set an agency-wide goal for achieving Zero Environmental Footprint (ZEF)
 - Personal Property plays an important role and has been a leader in the reuse of property since its inception in 1949
 - Personal Property is often referred to as the “**Original Green Program**”
 - Accordingly, Personal Property adopted the green theme:

Reuse is Recycling...



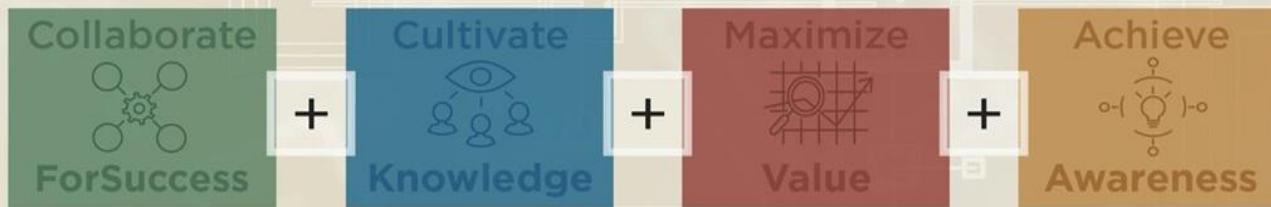
GSA Region and Field Office Responsibilities

- Provide utilization, donation and sales training
- Promote excess and surplus for agency needs
- Expedite the disposal process when justified
- Allocate and approve transfers and donations
- Conduct sales of surplus and exchange/sale property
- Maintain systems to facilitate property disposal
- Provide expert customer field support with Area
- Property Officers (APOs)



Agency Responsibilities for Acquiring Excess

- Use Excess as first source of supply
- Acquire only what is needed to support mission
- Facilitate timely removal of excess
- Maintain system for property accountability
- Perform care and handling, protect against hazards such as fire, theft, vandalism, weather
- Maintain appropriate inventory levels

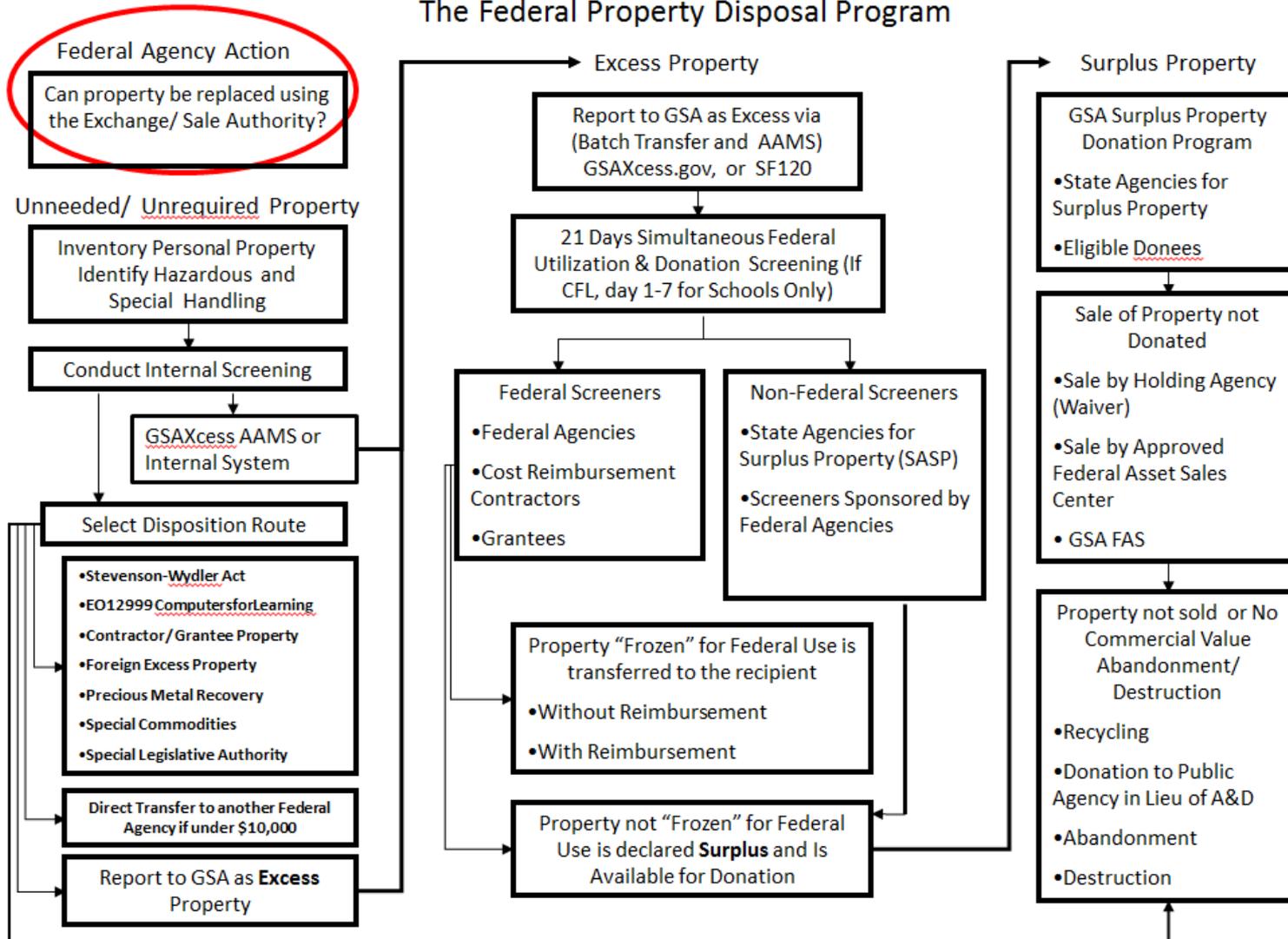


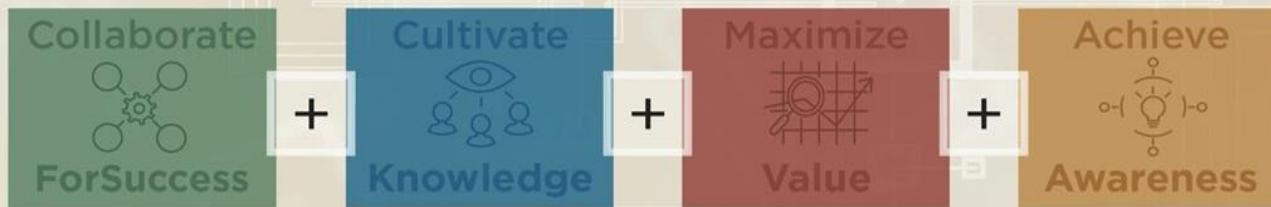
Agency Responsibilities for Disposing of Excess

- Reassign idle property internally
- Survey inventory and determine excess
- Promptly report excess property to GSA
- Perform care and handling
- Provide reasonable access for inspection and removal
- Ensure compliance with environmental, health, safety and national security regulations



The Federal Property Disposal Program



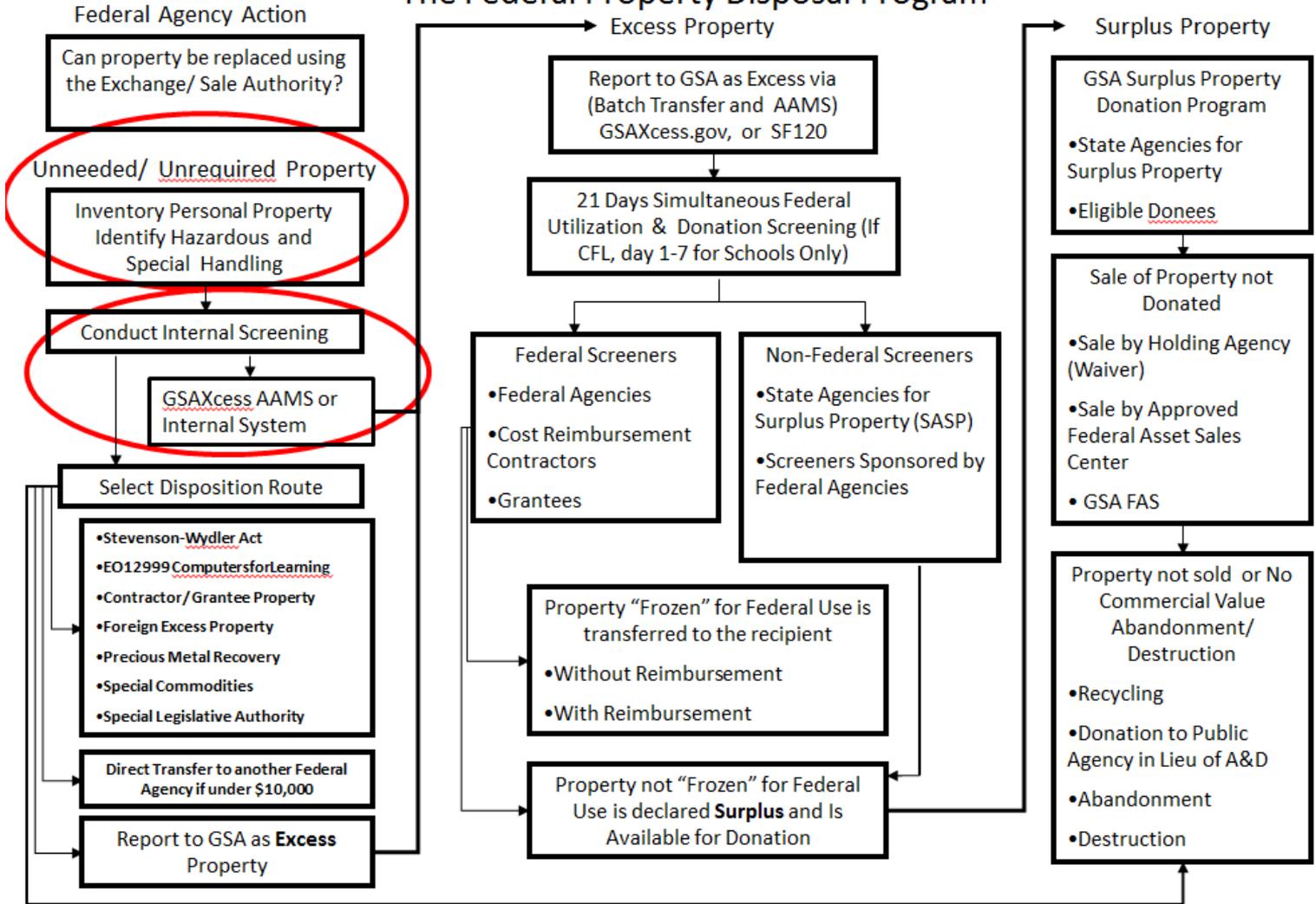


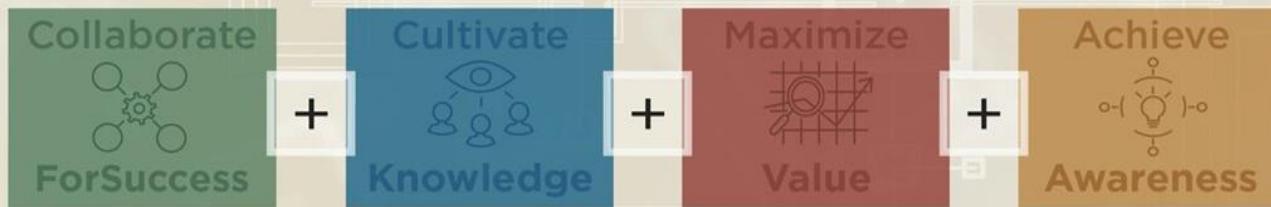
Excess vs. Exchange/Sale

- **Excess** “means any personal property under the control of any Federal agency that is no longer required for that agency’s needs”
- **Exchange/Sale** “means property not excess to the needs of the holding agency but eligible for replacement. Exchange allowance or proceeds of sale must be applied towards replacement item”



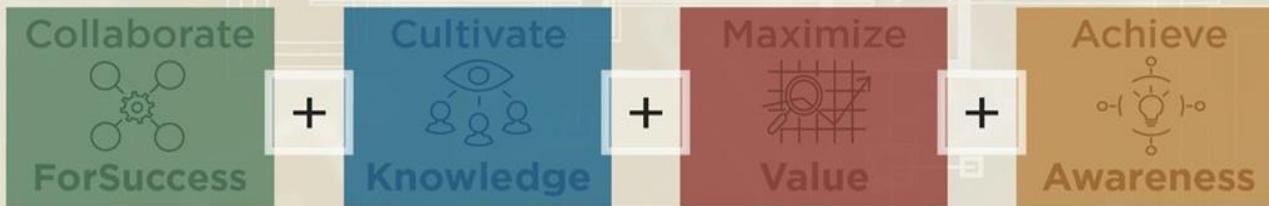
The Federal Property Disposal Program



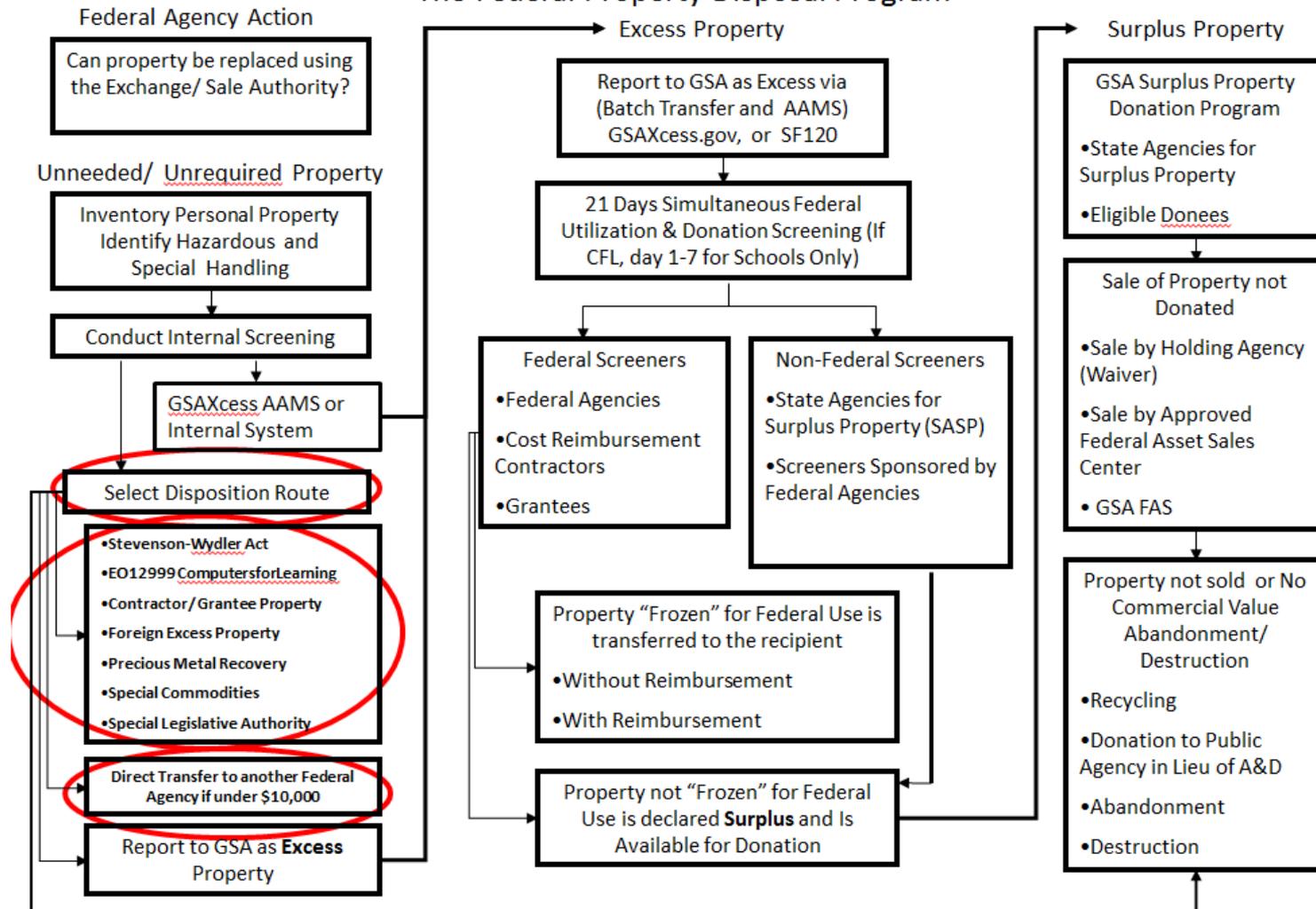


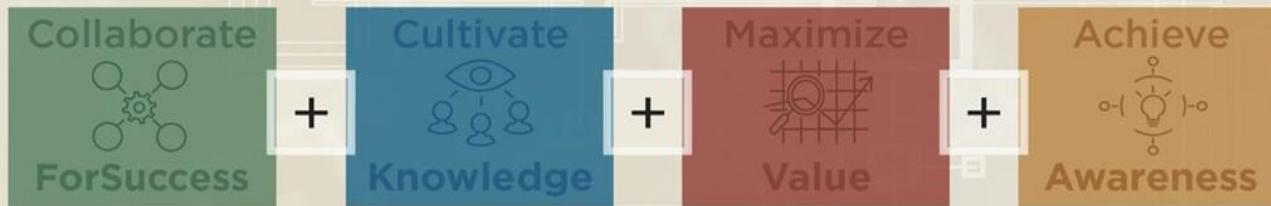
Step 1: Internal Screening

- Inventory and reassign unneeded property within agency
- Systems for internal screening vary by agency
- GSA offers **AAMS** (Agency Asset Management System) to support internal screening/redistribution
- **AAMS** is a screening module within GSAXcess that can be customized to meet your agency's needs for reporting and internal screening
- Department of Energy, Commerce, VA, USDA
- Once internal screening is complete, agencies should report their **excess** property to GSA



The Federal Property Disposal Program



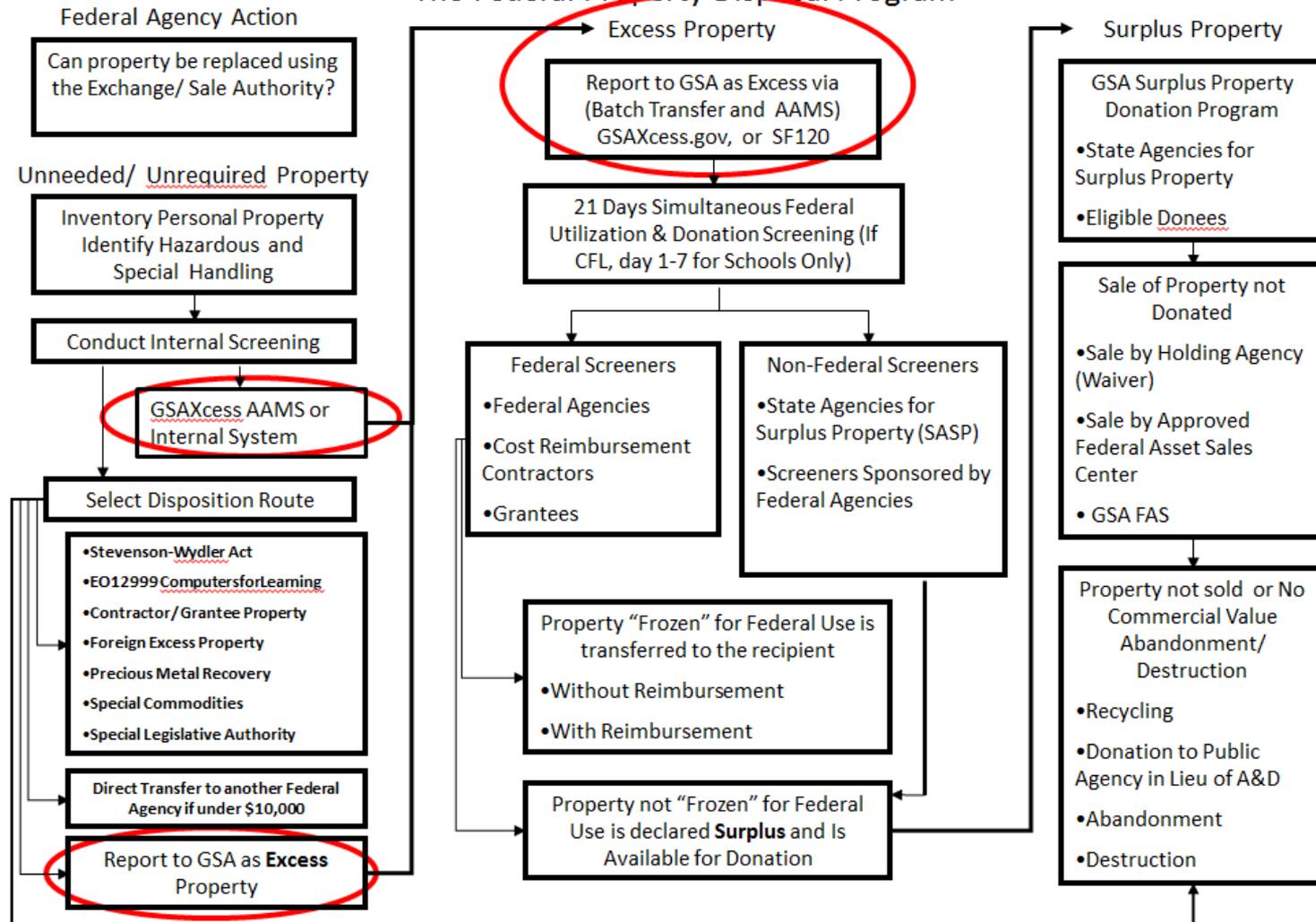


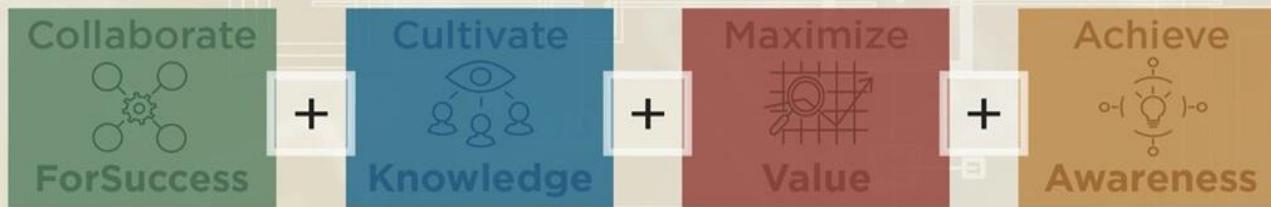
Use of Special Authorities

- Exchange/Sale property (FMR 102-39)
- Stevenson-Wydler Act
- Executive Order 12999 - Computers for Learning
- Department of Defense – 13 special authorities under Defense Appropriations Act - HAP / LESO
- Direct Transfer to other Federal Agency if **under \$10,000** (Mandatory copy provided to GSA)



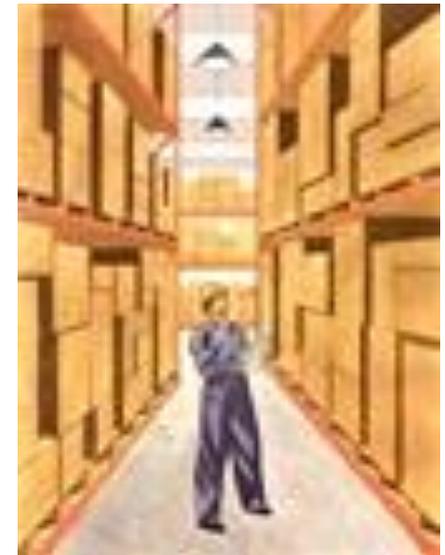
The Federal Property Disposal Program

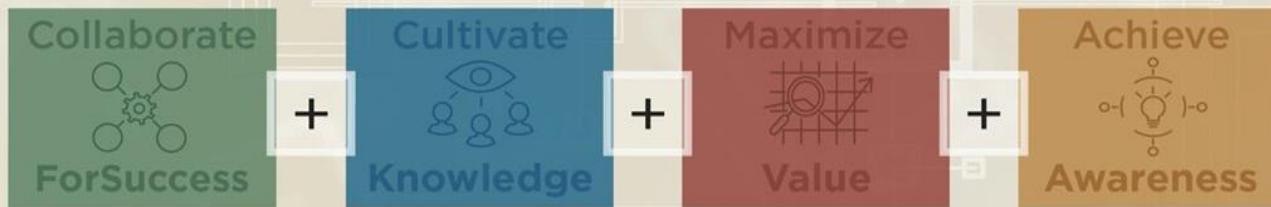




Step 2: Report Excess to GSA

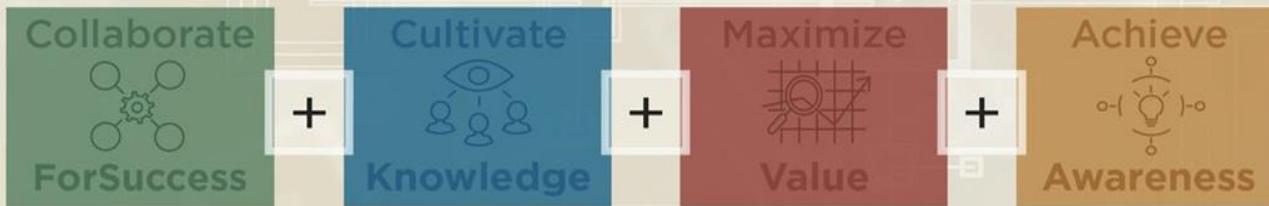
- Notification to GSA of available excess
- 3 Methods of Reporting to GSAXcess®
 - On-line (GSAXcess.gov)
 - Batch
 - SF 120
- Reference: 41 CFR 102-36.210 through 102-36.240





Key Requirements

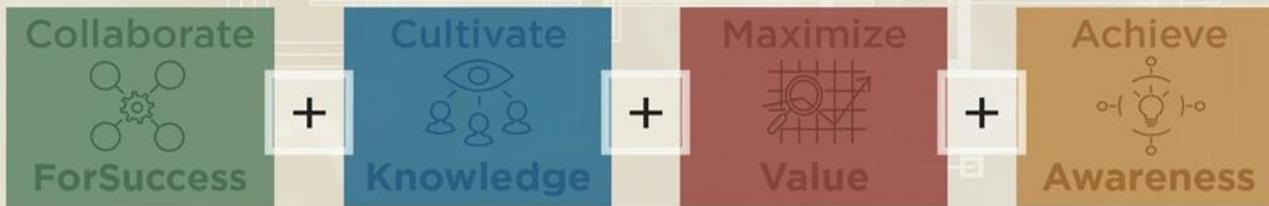
- **FMR 102-36.35** requires that... “all executive agencies must, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other Federal agencies in lieu of new procurements”
- FMR 102-36-220 requires that...generally, all excess property is to be reported to GSA



Must All Excess Property Be Reported to GSA? Exceptions...

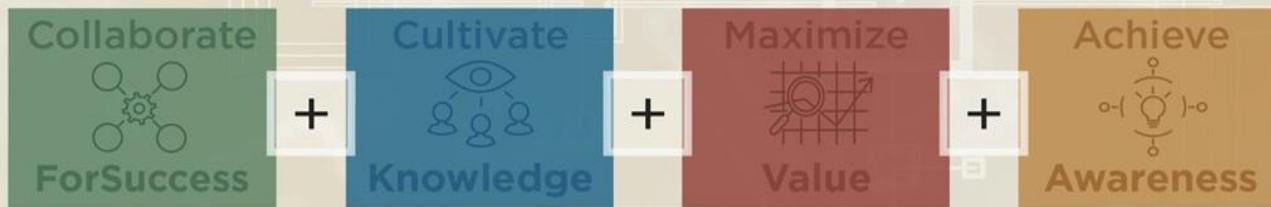
- Direct Transfer property
- Abandonment/Destruction property
- Non-appropriated Fund property
- Scrap, except aircraft in scrap condition
- Perishables
- Hazardous Waste
- Property dangerous to public health/safety
- NRC-Controlled Materials
- Classified or Sensitive **FMR 102-36.220**





Condition Codes for Reporting...

Disposal Condition Code	Definition
1	<u>New</u> . Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	<u>Usable</u> . Property which shows some wear, but can be used without significant repair.
7	<u>Repairable</u> . Property which is unusable in its current condition but can be economically repaired.
X	<u>Salvage</u> . Property which has value in excess of its basic material content, but repair or rehab is impractical and/or uneconomical.
S	<u>Scrap</u> . Property which has no value except for its basic material content.



How long does the disposal process take?

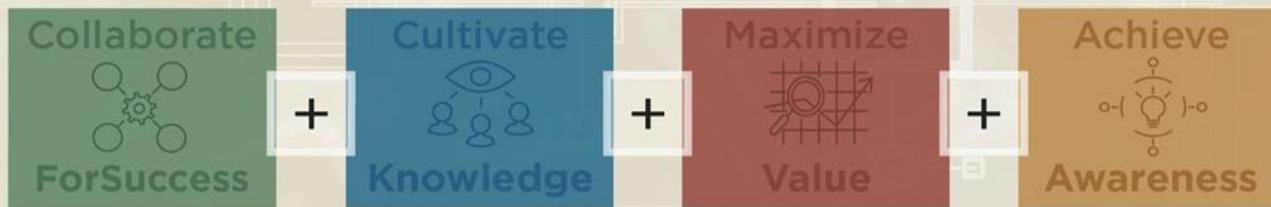
➤ U and D Screening Time Frames

- Internal screening varies by agency
- **21 calendar days** GSA Federal/Donation screening
- **First 7 days of 21 day period** - Computers For Learning (CFL)
- **14 calendar days** – Office Furniture (FSC 7110)
- Removal – 15 days normal, 21 days for DOD excess

➤ Sales Time Frames

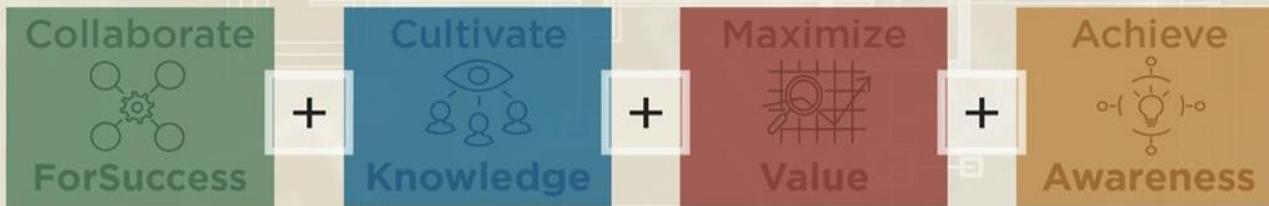
- **20 - 25 calendar days** average sales cycle time
(includes verifying availability, posting, collection and removal)

➤ Average Total cycle time - **47 calendar days**



However, we are flexible....

- GSA may extend or shorten the screening time due to:
 - Agency Relocation
 - Lack of Storage
 - Sudden generation of large accumulations of excess property
 - Potential loss or damage to property
 - Other appropriate justifiable circumstances



Who is accountable for excess property pending disposal?

YOU,

THE OWNING AGENCY,

- Retain possession
- Remain accountable and maintain stewardship over excess property reported to GSA pending disposal instructions

(FMR 102-36.245)

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GSAXcess® Home - Welcome to GSAXcess® - Windows Internet Explorer provided by General Services Administration

http://gsaxcess.gov/

File Edit View Favorites Tools Help

GSAXcess® Home - Welcome to GSAXcess®

GSA GSAXcess®
U.S. General Services Administration

User Guide | **FAQ** | Program Links | Contact Links | GSAXcess® HelpDesk

Welcome to GSAXcess®
Click Login Button to Login

GSAXcess® WHAT'S NEW!

What's New!
Newsletter!
Regional and National Initiative of the U&D Program
Personal Property Disposition Newsletter
How To!
Dispose of Federal Excess Property
Acquire Federal Excess Property
Acquire Federal Surplus Property
Further Assistance
Property Contacts
How to Obtain a GSAXcess® User ID
Training Presentations!
GSAXcess® Training Presentations

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!

NASA SSP Artifacts Prescreening
NASA Space Shuttle Program - Historic Artifacts Prescreening

NASA Artifacts
Click here to go to NASA Space Shuttle Program - Historic Artifacts Prescreening.

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 agencies.

ICN: 68550AD2090003
PERSONAL LOCKER (Excess)

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Previous

New Homepage GSAXcess.gov

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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

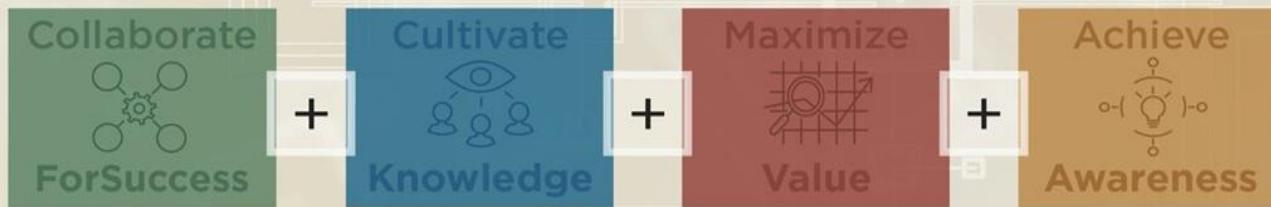
GSAXcess® Main Menu **Help**

- Report Property Menu**
 - [Create Report](#)
 - [Modify Report](#)
 - [Review Report](#)
 - [Delete Report \(AAMS/EADS Only\)](#)
 - [Upload Pictures](#)
- AAMS Menu**
 - [Search and Freeze](#)
 - [Review and Transfer Multiple Items](#)
 - [Transfer Single Item By Control No](#)
 - [Delete Freezes](#)
 - [Want List Items](#)
- GSA Internal Menu**
 - [GSA Internal Functions](#)
- Search & Select Menu**
 - [Search and Select](#)
 - [Inquire Requests](#)
 - [Change Requests](#)
 - [Delete Requests](#)
 - [Want List Items](#)
- State 3040 Menu**
 - [Create Data Report](#)
 - [Delinquent Report](#)
 - [Data Report Status](#)
- User Maintenance Menu**
 - [APO/NIIO](#)
 - [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 User Maintenance Menu**
 - [CFL User Maintenance](#)
 - [NCES Maintenance](#)

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

USA.gov
Department of the Interior

GSAXcess Main Menu options for Reporting, Searching and CFL Functions.



Computers For Learning (CFL)

➤ GSA Role

- Provide systems to facilitate transfers

➤ Agency Role

- Report excess computers on **GSAXcess.gov**
- View school requests on GSAXcess.gov
- Allocate computers to schools using the CFL functions menu on GSAXcess
- Approve transfer in GSAXcess
- Coordinate release of computers to schools

➤ School Role

- Register on **ComputersForLearning.gov**
- Screen and Request available inventory
- Pick up computers from holding agency

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Computers For Learning

U.S. General Services Administration

[About the Program](#) |
 [Federal Property Managers](#) |
 [School Educational/Nonprofits](#) |
 [Success Stories](#)

Schools Register directly on CFL Website

About The Program

- [Executive Order 12999](#)
- [Program Description](#)
- [Eligibility](#)
- [References](#)
- [EZ/EC Empowerment Zone](#)
- [Frequently Asked Questions](#)
- [The Director's Corner](#)

Click 'Sign in' Button to Sign in

Welcome to the New CFL Website

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the new re-engineered Computers for Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The executive order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and some educational nonprofit organizations. The CFL program specifically matches the computer needs of schools and educational nonprofit organization with excess equipment in Federal agencies.



Direct transfers are authorized by law through 15 USC 3710(i) commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245 on February 14, 1992).

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential. This program can be phenomenally successful.

Schools - Handy Helper [School Instructions](#)

Property Managers: [CFL instructions for Property Managers](#) and [CFL Allocation](#)

CFL Sign in

Sign in

CFL Registration

If you do not have a User ID click [Register](#).

If you are a school, you must supply a valid [NCES](#) number; if you are an educational nonprofit organization you must supply a valid [501C](#) number on the registration form.

After you successfully complete the registration, the system will instantly assign and send you a User ID via email.

Contact CFL Staff

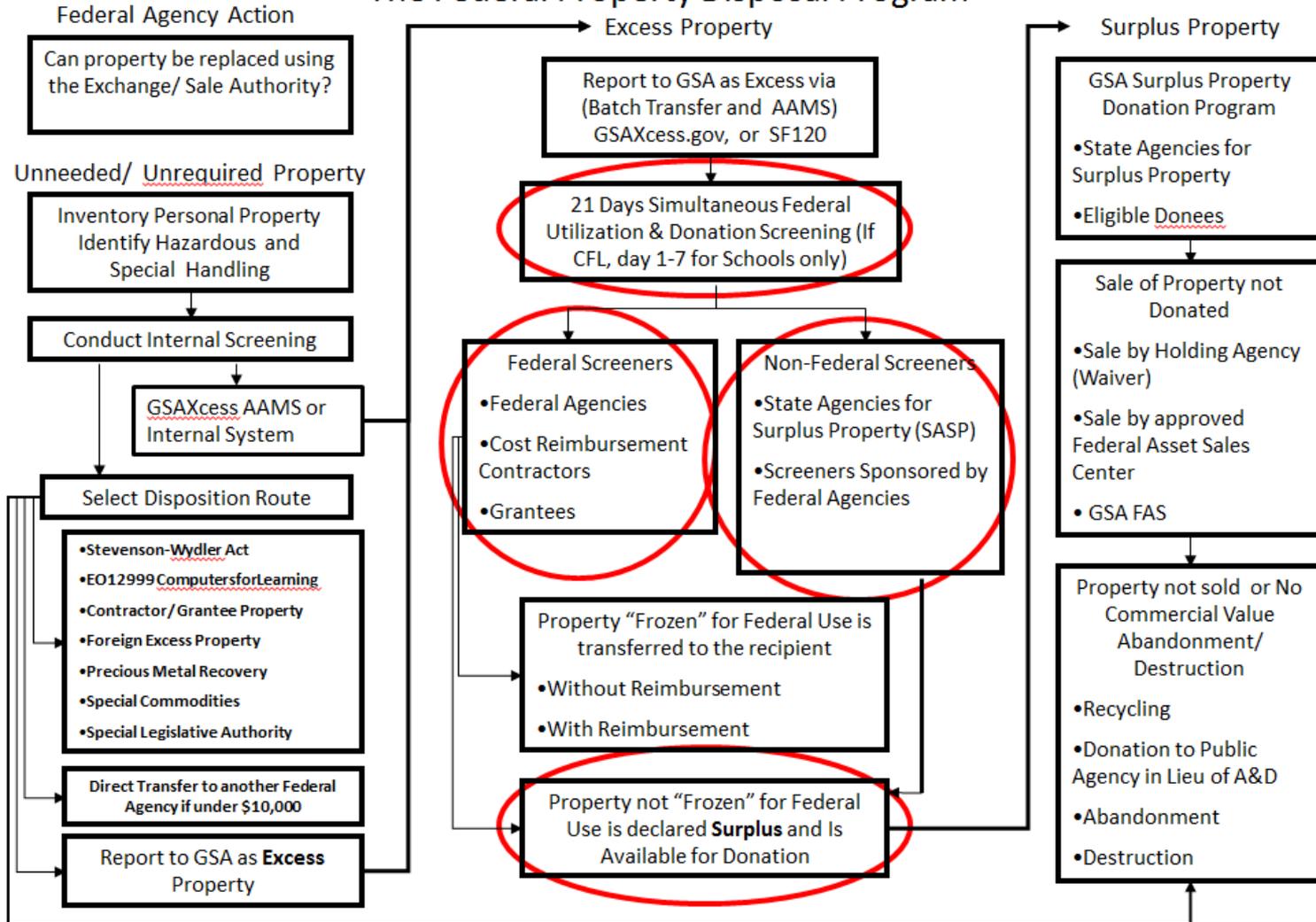
If you have questions, contact CFL Staff by email computers.learning@gsa.gov
Phone (866) 472-9161

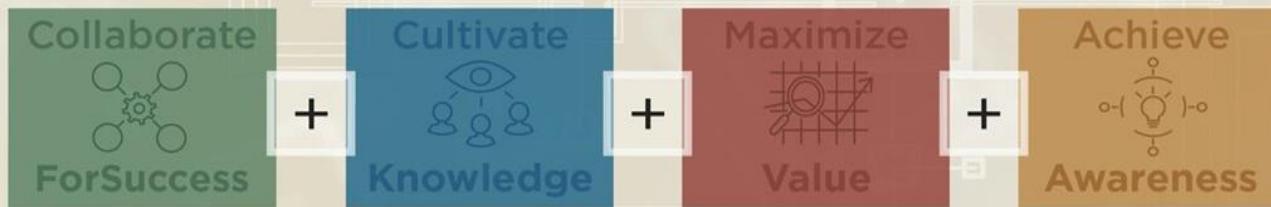
Homepage for

ComputersForLearning.gov



The Federal Property Disposal Program





Step 3: Excess: Screening and Federal Transfers

➤ Search available property

- On-line GSAXcess®
- Physical screening

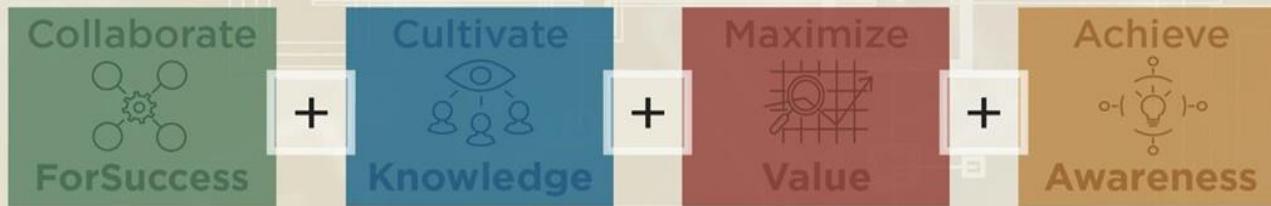
➤ “Screening” period normally **21 calendar days**

- 14 screening days for furniture (FSC 7110)

➤ Add items to shopping cart and checkout in **GSAXcess®**

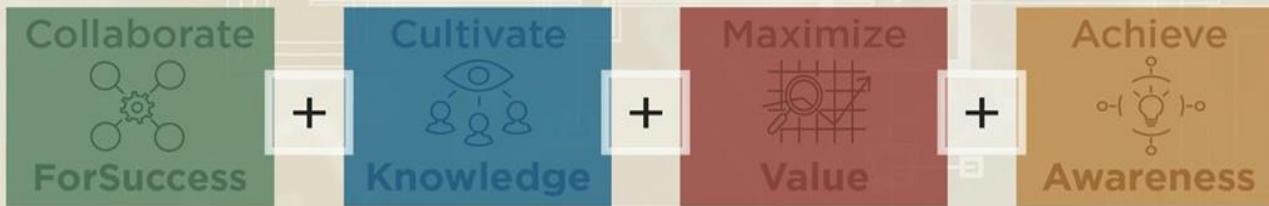
- Electronic Approval or Manual /fax approval

Reference: 41 CFR 102-36.90 through 102-36.140



Step 3: Excess: Screening and Federal Transfers.....cont:

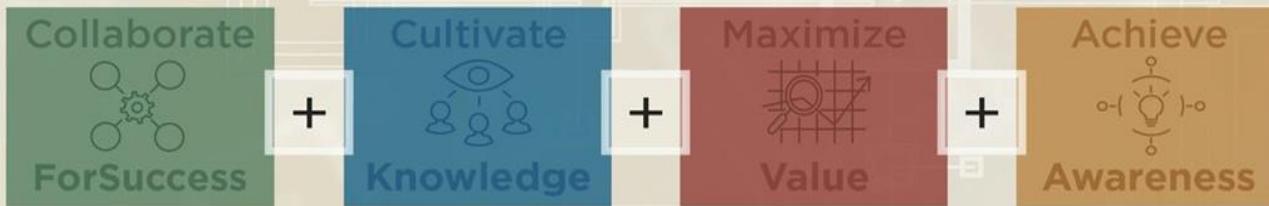
- Property in GSAXcess® is available for **screening** by and **transfer** to:
 - Federal agencies, their contractors, cooperatives and grantees
 - Senate and House of Representatives
 - DC Government
 - Mixed-ownership Government corporations
- Agency property personnel must have **access to GSAXcess®** to request property
 - Contact your agency **NUO** or **GSA, APO**



Golden Rules for Federal Agencies Acquiring Excess Property...

- There must be an authorized need for the property
- You must not acquire excess personal property with the intent to sell or trade for other assets





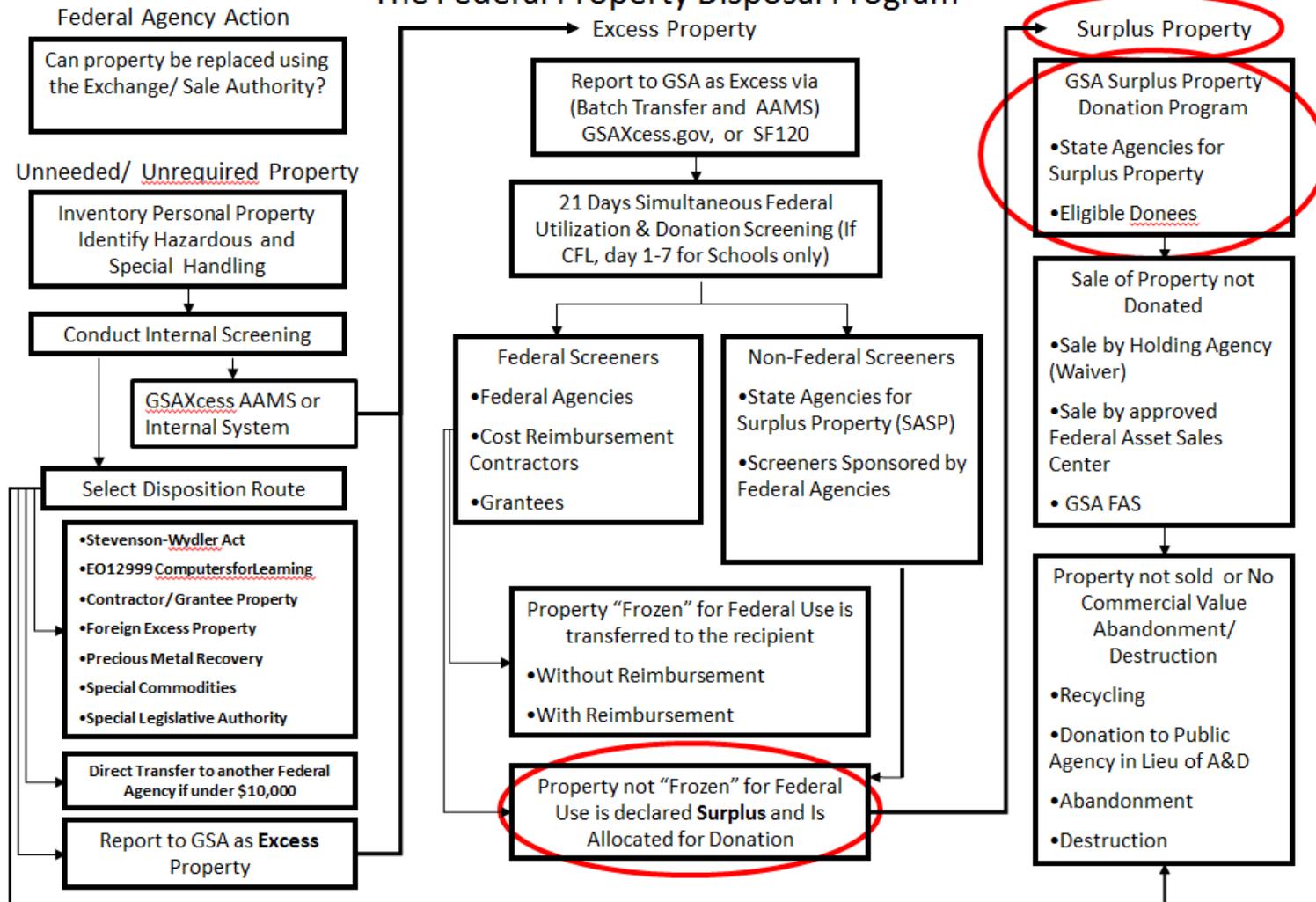
Who pays for the Transportation for Excess Property?

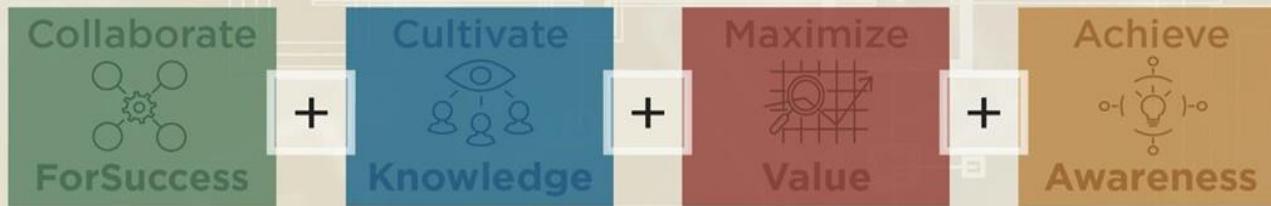
- Acquiring agency is required to pay shipping and transportation costs
- When applicable, acquiring agency may have to pay packing, loading, and dismantling costs





The Federal Property Disposal Program

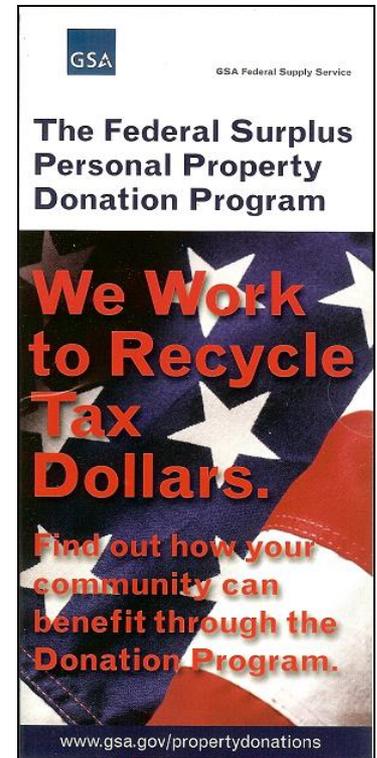


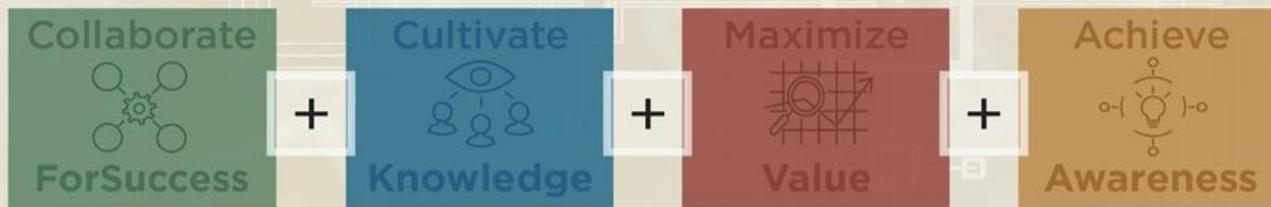


Step 4: Federal Surplus Donation Program...

- At the completion of screening for Federal use, property not transferred is declared surplus to U.S. gov't.
- Property is donated by GSA through State Agencies for Surplus Property

<http://NASASP.org>

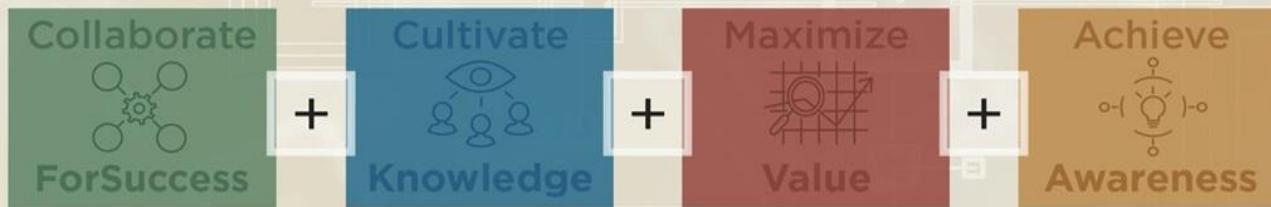




Step 4: Federal Surplus Donation Program...

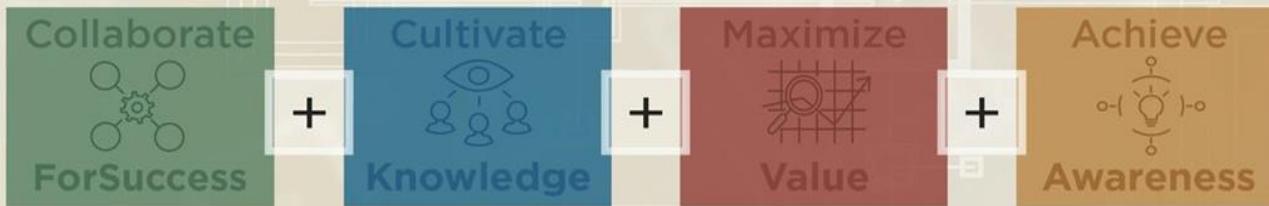
- Eligible Participants include:
 - State and local public agencies
 - Nonprofit educational and public health institutions
 - Nonprofit and public programs for the elderly
 - Educational activities of special interest to the Department of Defense
 - Public airports

FMR 102-37



Federal Agency Priorities for use of Excess Property...

- Agency Inventories
- Excess from Other Agencies
- Federal Prison Industries, UNICOR
- Ability One - NIB/NISH
- Federal Stock Programs, SOP, CSC
- Federal Supply Schedules
- Commercial Sources

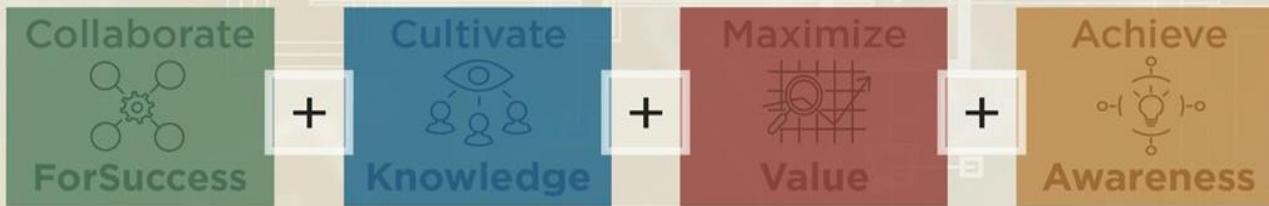


Utilization and Donation...

➤ Recap Our Motto, **Reuse is Recycling...**

➤ The Most Cost Effective Disposal of a Government Asset is its Continued Use in a Tax-Supported Program





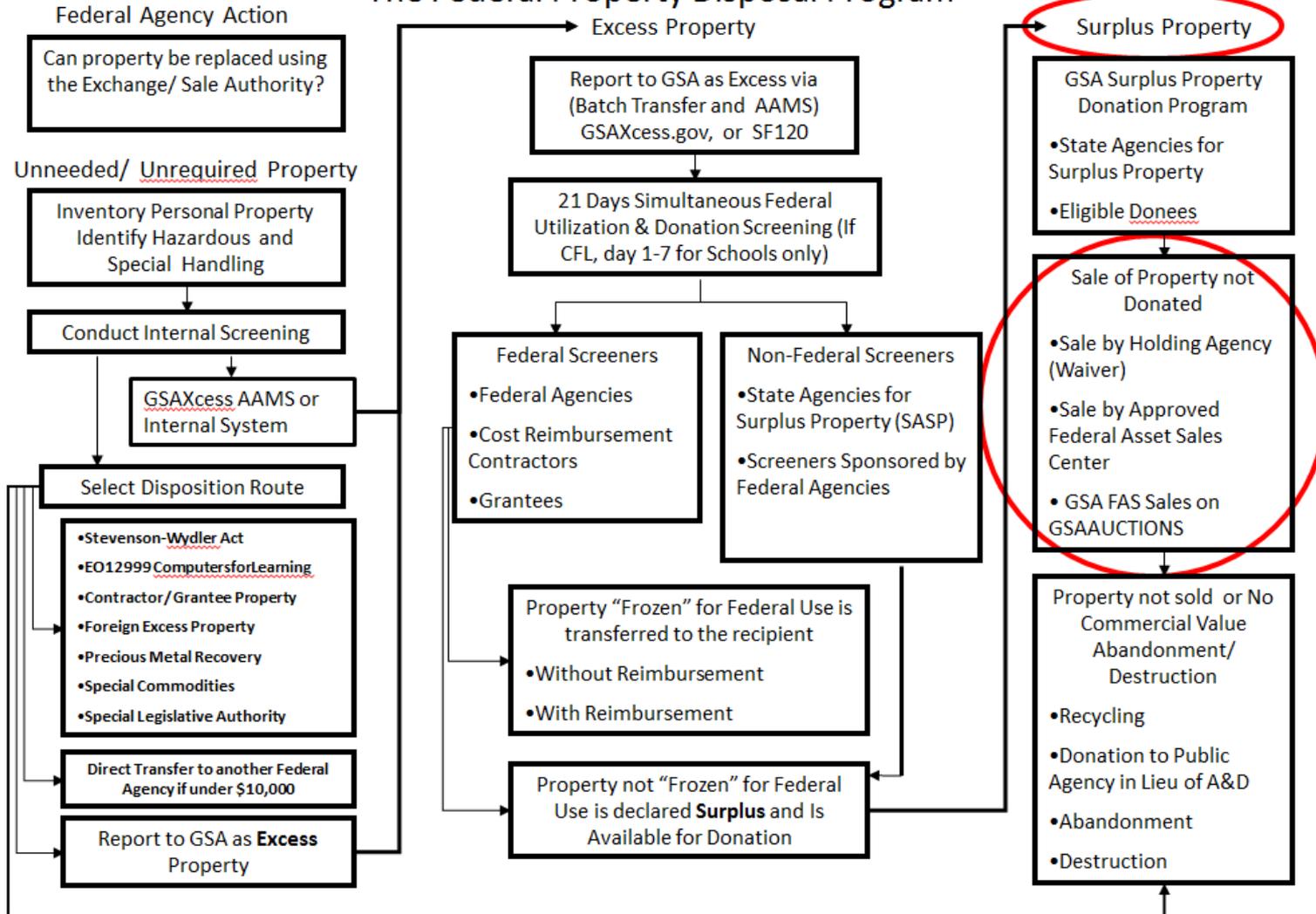
What if the Property is not Transferred or Donated????

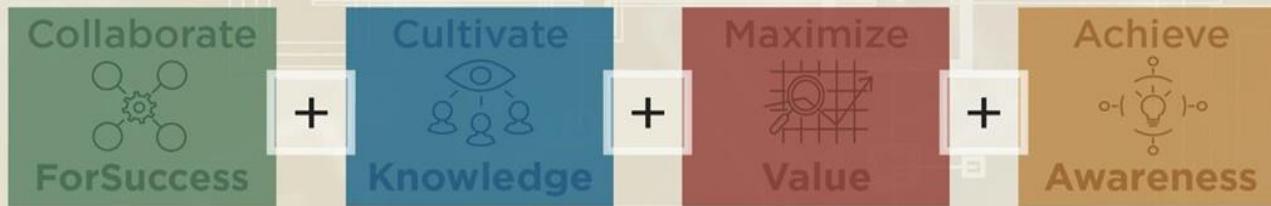


Can Agencies conduct sales on their own?



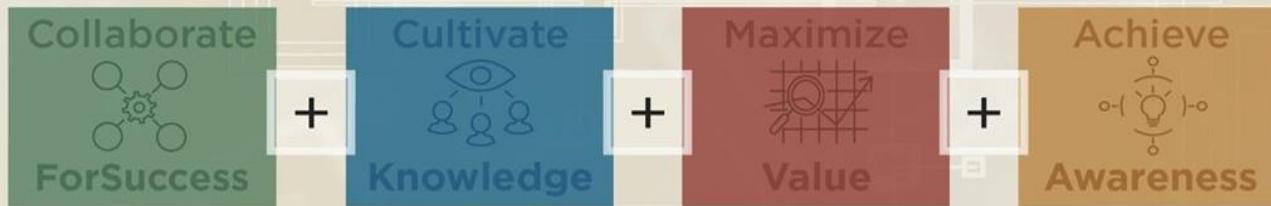
The Federal Property Disposal Program





Step 5: Surplus Sales

- Property not donated becomes eligible for sales
- Agencies must use an Approved FAS Sales Center or have a Waiver from OGP
- **GSA Auctions® is an Approved FAS Sales Center**
 - Multiple sales methods/multiple commodities, nationwide
 - Internet auctions via GSA Auctions®
 - Live auctions
 - Sealed bid sales
- GSA sales provide national exposure, state-of-the-art elements, competitive bidding, and maximum returns



Federal Asset Sales Centers

- GSA is 1 of 4 approved FAS Sales Centers
 - **GovSales.gov** - *Single Point of Entry for Citizens*
 - Linked to USA.gov
 - Displays all government assets available for purchase
 - **GSAuctions** is integrated with GovSales.gov
 - Encompasses: **Real and Personal Property**
 - Surplus
 - Exchange/sale
 - Forfeited
- As of 2007, all agencies must use a FAS Approved Sales Center to sell their surplus personal property.

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The Official Site to Buy U.S. Government Property

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GovSales.gov is part of the Federal Asset Sales Presidential e-Government initiative.
Click here for more information [Federal Asset Sales](#).
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Total number of items available: [2,913](#)

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- [Fire Trucks and Fire Fighting Equipment](#) (1)
- [Motorcycles, Motor Scooters and Bicycles](#) (12)
- [Other Vehicles](#) (16)
- [Tractors](#) (8)
- [Trailers and Mobile Homes](#) (415)
- [Trucks and Semi Tractors](#) (1,427)
- [Vehicle Engines, Turbines, Components and Accessories](#) (3)
- [Vehicle Parts and Tires](#) (9)



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Home > All Categories > Vehicles and Parts > Motorcycles, Motor Scooters and Bicycles

Total number of items available: 12 Go To >>> Page: 1 of 1

Item name	Sale Type	Year	Make	Model	Mileage	State	Bids	Current Price	Close Time
2005 HONDA 1000RR MOTORCYCLE	Internet Auction	2005	Honda	1000rr	3,385	LA	2	4,105.00	06/03 12:11 PM CT
2007 KAWASAKI ZX1400A7F	Live Auction		Kawasaki	ZX1400A7F	1,251	KY			06/03 05:00 PM CT
1966 HARLEY DAVIDSON	Live Auction	1966	Harley Davidson	N/a		NC			06/05 08:00 PM CT
SARG ROBOT	Internet Auction		Technology	500		SD	2	200.00	06/06 11:33 AM CT
2004 YAMAHA ATV	Internet Auction	2004	Yamaha	Big Bear	5,231	SD	2	20.00	06/06 11:43 AM CT
YAMAHA PRO-HAULER	Internet Auction		Yamaha	Pro-Hauler		SD	2	20.00	06/06 11:53 AM CT
2002 HARLEY DAVIDSON MOTORCYCLE	Live Auction	2002	Harley Davidson	FLSTF	23,000	TX			06/10 08:00 PM CT
2001 ASVE SELF-ASSEMBLED MOTORCYCLE	Live Auction	2001	Unknown	None	937	OH			06/13 08:00 PM CT
2000 TRIUMPH DAYTONA 955I MOTORCYCLE	Live Auction	2000	Triumph	Daytona 955i	17,475	NY			08/19 11:00 AM CT
2007 SKI DOO MXZ SNOWMOBILE	Live Auction	2007	Ski Doo	MXZ		NY			08/19 11:00 AM CT
2005 SUZUKI HAVARUSA MOTORCYCLE	Live Auction	2005	Suzuki	GSX1300BK5	14,630	NY			08/19 11:00 AM CT

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	Item Name	Sale-Lot Number	Current Bid	State	Number of Bidders	Close Time (* Possible Extension. See Bidding Rules.)	Add to Favorites
Bid €	2005 HONDA 1000RR MOTORCYCLE	41QSC109407001	4,155 USD	LA	2	06/03 12:11 PM CT *	

[Item Description](#) [Bidding Details](#) [Bidding Rules](#) [Bid History](#)

[GSA Auctions® official time 05:57 AM CT](#)



MILEAGE: 3385

4 CYL, STROKE: 4, SPEEDS: 6, CRUISE CONTROL, POWER BRAKES, *****THIS ITEM REQUIRES A BID DEPOSIT OF \$591. BID DEPOSITS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER AND SHOULD BE MADE OUT TO G.S.A. AND MAILED TO: GSA, 4QSCC, 401 W PEACHTREE STREET, ATTN: TONYA DILLARD, SUITE 2700, ATLANTA, GA 30308. PROSPECTIVE BIDDERS MUST PROVIDE THEIR BIDDER'S NAME, ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS. ONCE BID DEPOSIT HAS BEEN RECEIVED, BID RIGHTS WILL BE ASSIGNED. THIS ITEM WILL BE SOLD "AS IS, WHERE IS" WITH NO WARRANTIES AND NO ATTESTATION AS TO THE ACCURACY OF THE DESCRIPTION AND THE CONDITION. NO REFUNDS WILL BE ISSUED. THIS TERM SUPERSEDES THE SALE OF GOVERNMENT PROPERTY-- ONLINE SALE TERMS AND CONDITIONS--DESCRIPTION WARRANTY AND REFUND SECTION WHICH YOU AGREED TO WHEN YOU REGISTERED.*****ALL BID DEPOSITS WILL BE RETURNED VIA FEDERAL EXPRESS, NEXT DAY DELIVERY WITHIN FIVE BUSINESS DAYS FROM THE CLOSING DATE OF THE SALE*****IN ORDER TO RECEIVE BID RIGHTS ON THIS SALE, ALL BID DEPOSITS MUST BE RECEIVED BY 12 NOON ON JUNE 2, 2009. IN ORDER TO BID ON THIS SALE, ALL BIDDERS MUST BE REGISTERED VIA THE GSAAUCTIONS.GOV WEBSITE*****CREDIT CARDS WILL NOT BE ACCEPTED FOR BID DEPOSITS*****REPAIRS MAY BE REQUIRED.

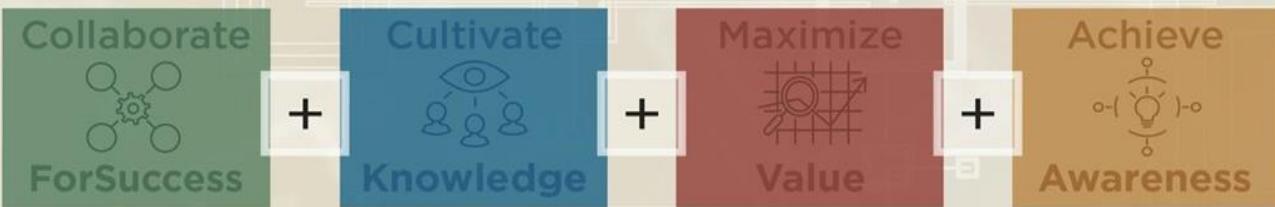
THE CONDITION OF THE PROPERTY IS NOT WARRANTED.



For Better View, Click on Photo

Additional pictures- Mouse Over or click to enlarge





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Item Name	Sale-Lot Number	Current Bid	State	Number of Bidders	Close Time (* Possible Extension. See Bidding Rules.)
1988 HATTERAS CONVERTIBLE	41FBP103163001	50,000 USD per lot	CA	2	05/03 05:00 PM CDT *

[Item Description](#) [Bidding Details](#) [Bidding Rules](#) [Bid History](#) [Completed Trades](#) [View List](#) [Refresh](#) [Help](#)

VESSEL, HATTERAS, ANGELA 1988 52' HATTERAS CONVERTIBLE 2 EA. DETROIT DIESEL ENGINES REPAIRS MAY BE REQUIRED 20525330770130, FLEET 521479 ***** SPECIAL INSTRUCTIONS ***** IN ORDER TO BID ON THIS ITEM, BIDDER MUST SUBMIT A BID DEPOSIT OF \$20,000.00 IN THE FORM OF A CASHIER'S CHECK MADE PAYABLE TO GSA AND MAILED TO GSA,FSS 4FD-4, ATTN: JUDY HOSKINS, BLDG. M6-880, TR-035, KENNEDY SPACE CENTER, FL 32899, MUST BE RECEIVED BY NOON 5/2/03. BIDDER MUST PROVIDE THEIR USER LOGIN NAME FOR GSA AUCTIONS WHEN SUBMITTING BID DEPOSIT. CREDIT CARDS WILL NOT BE ACCEPTED FOR BID DEPOSIT. SHOULD THE SUCCESSFUL BIDDER DEFAULT BID DEPOSIT WILL BE RETAINED AND APPLIED TO DEFAULT FEE. IF YOU ARE NOT SUCCESSFUL BID DEPOSIT WILL BE RETURNED TO YOU WITHIN 5 WORKING DAYS.

[Click here for pricing guides](#)

Special Inspection Information:

INSPECTION AND REMOVAL BY APPT ONLY INSPECTION MONDAY THRU THURSDAY, APRIL 19 THRU MAY 1 ALTERNATE CONTACT: BERT DOBRIE 904-823-3528

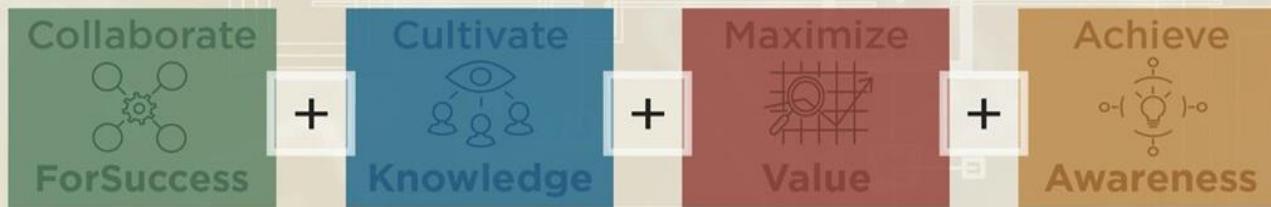
Please contact the custodian for additional information about this item(s) and for inspection dates and times.

Successful bidders are cautioned that they will be responsible for loading and removal of any and all property awarded to them from the exact place where the property is located, as indicated below

Property Location and Custodian Information:

US CUSTOMS SERVICE
 1401 SHELTER ISLAND DRIVE
 SAN DIEGO, CA 92106
 Contact: MAX CHANDLER
 phone: 619-522-6100 ext: 0000169
 fax: 619-522-6118





What is MySales?

- MySales is a website that provides Federal agencies a means to:
 - Track status of items reported to GSA in sales status
 - Withdraw property items reported to GSA from sale process
- Future functions to be added to MySales:
 - Report exchange/sale property directly to GSA Sales
 - Modify sale item data including descriptions
- Access MySales with same user ID as GSAXcess
 - www.gsa.gov/mysales
 - www.mysales.fss.gsa.gov

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• Area Property Officer

• National Utilization Officer

• Property Sales Offices

• Agency Bureau Codes

• MySales HelpDesk

Welcome to MySales

Enter User ID and Password then click 'Login' button



MySales Login

If you already have User ID and Password, please enter below:

User ID

Password

MySales is a website that affords federal agencies the means to report, modify and maintain status of their surplus and exchange/sale property reported to GSA to sell.

MySales provides the Federal agencies the capability to report exchange/sale property to sell and to access surplus property reported via [GSAXcess®](#) that was screened worldwide but did not get transferred or donated. By using MySales, agencies will also have the capability to check the sales status of items reported to GSA, modify item data including descriptions, withdraw items available for sale, respond to Sales notices and update user information. Previously, this process was handled manually.

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Custodial Functions

- [Report A New Item For Sale \(Future Function\)](#)
- [Modify Sale Item Data \(Future Function\)](#)
- [Review Your Sale Items](#)
- [Respond To Our Messages To You \(Future Function\)](#)
- [Withdraw Your Property Items From The Sales Process](#)

Custodial User Maintenance

- [Custodial User Maintenance](#)
- [Update Your User Information](#)
- [Change Your Password](#)

Auction House Maintenance (GSA Fleet and Their Fleet

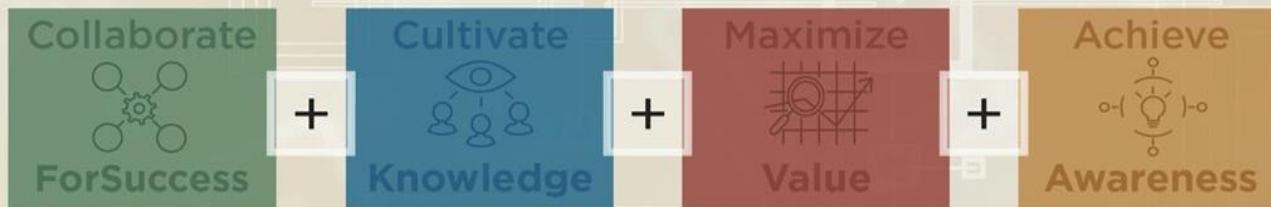
Contractors Only)

- [Select Items for Posting](#)
- [Item Maintenance](#)
- [Review Launched Sale Items](#)

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

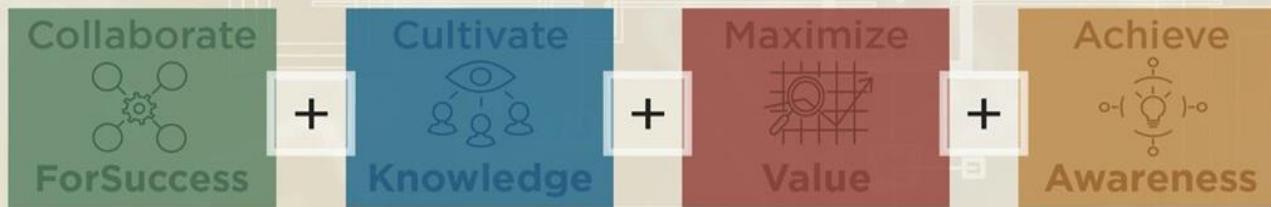


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What can I expect if item sells?

- When an item sells, a copy of the **Purchaser's Receipt** will be sent via email to the agency custodian upon receipt of payment.
- Upon removal of the property, the custodian must have the bidder or shipping company **sign the receipt showing items were picked up**, and fax this back to the GSA sales contracting officer.

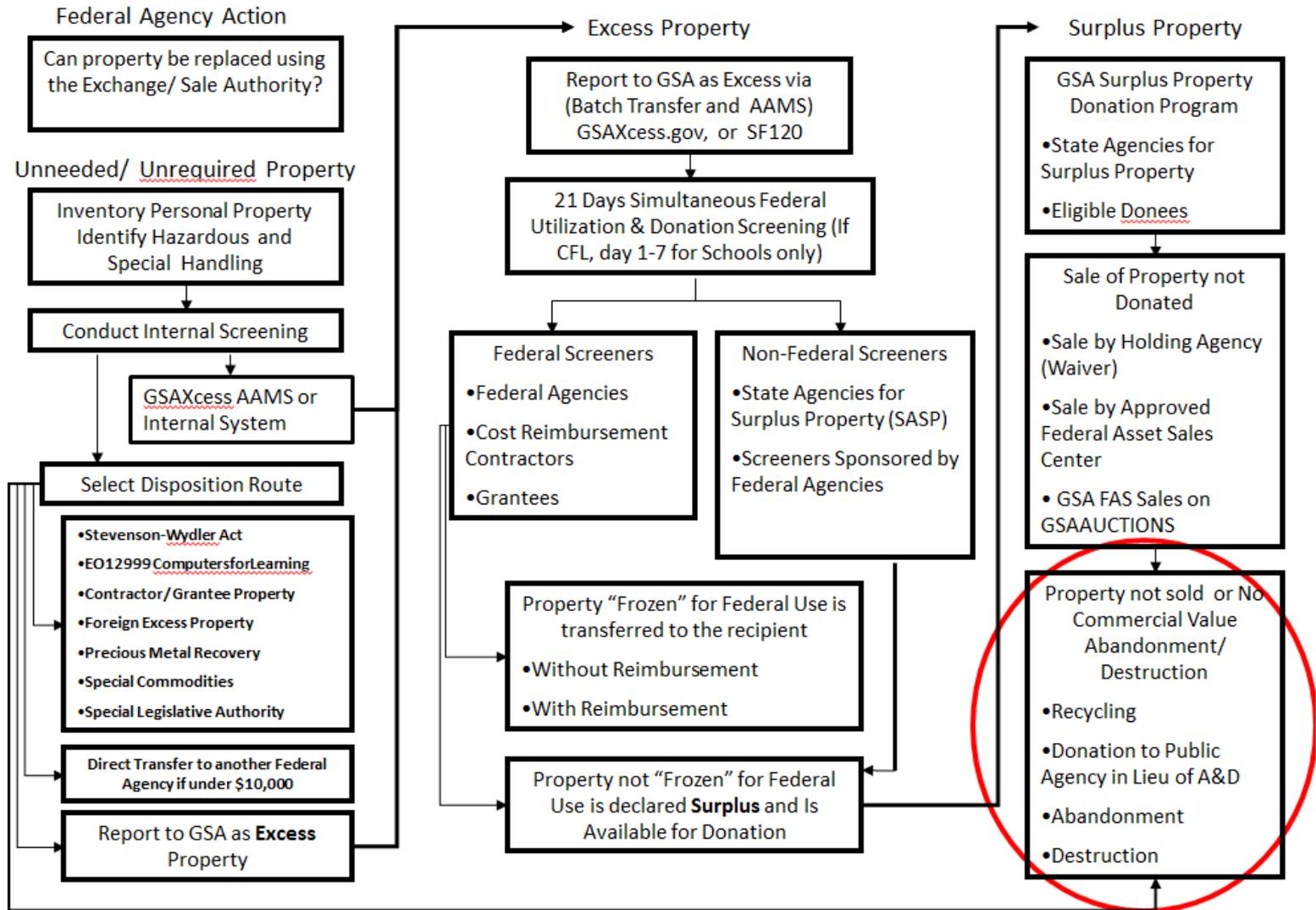


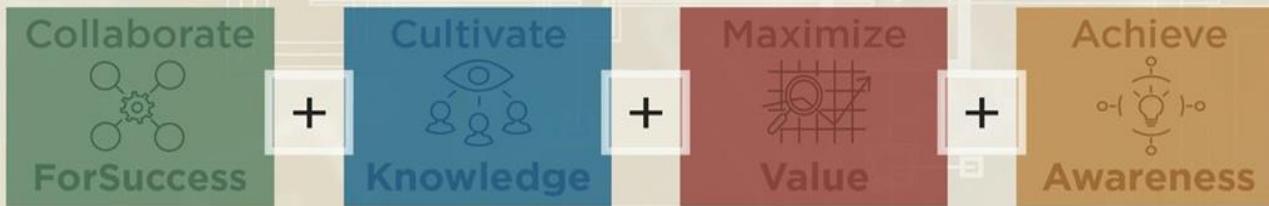
What can I expect if and item does not sell?

- When an item does not sell, the **Sales Contracting Officer (SCO)** will contact the owning agency's Point of Contact (POC) and coordinate a second attempt to sell.
- If the item doesn't sell after agreed attempts by the owning agency and SCO, a **return letter for local disposal** or an email from the Sales Contracting Officer will be sent to the owning agency POC.
- Established that item has no commercial value.



The Federal Property Disposal Program



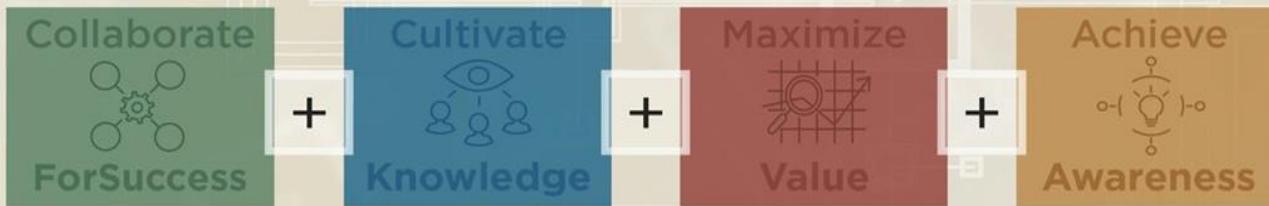


Step 6 – So, what happens when GSA cannot Transfer, Donate or Sell the Property?

- Exercise Abandonment/Destruction authority to dispose of property provided your agency makes a written finding that the property has no commercial value or the estimated cost of care and handling would exceed the proceeds from its sale. Requires approval by reviewing official of your agency.



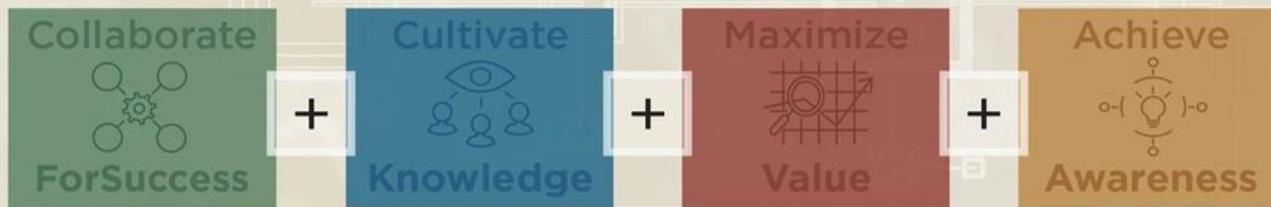
FMR 102-36.305 thru 330



But Remember...

- You must not A and D property in a manner that is dangerous to public health or safety.
- Choose a responsible recycling company.
- If an entity wants to buy the property, you must implement sales procedures.





Property Disposal Summary

- There are 6 main phases in the Federal disposal process
 - Internal reuse
 - Report excess to GSA
 - Excess transfer
 - Surplus donation
 - Sales to the public
 - A and D / Recycling
- There is specific terminology
 - Excess
 - Surplus
 - Report
 - Screen and Select
- There are systems to support property disposal
 - GSAXcess® - ComputersForLearning®
 - GSAAuctions®- MySales®

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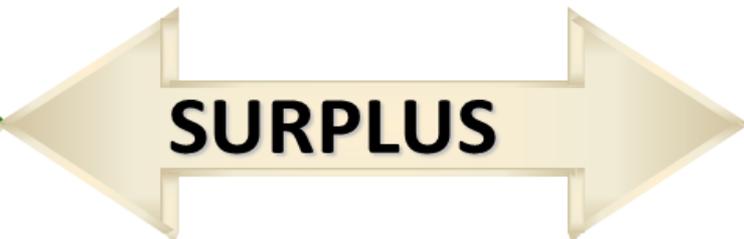
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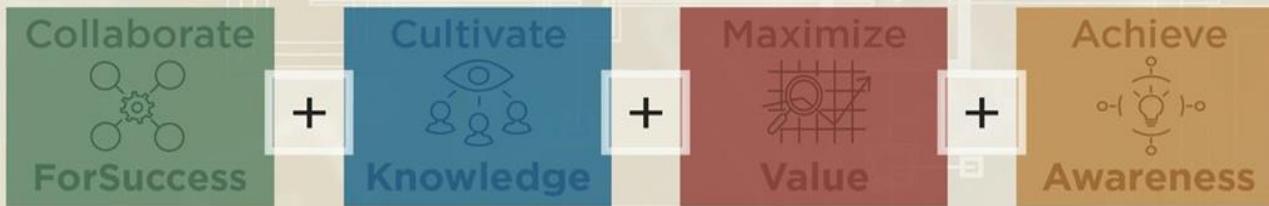
FEDERAL DISPOSAL PROCESS



SCREENING



AGENCY SCREENING	CFL SCREENING	SCREENING/ FEDERAL TRANSFER 21 DAYS	DONATION NOTIFICATION 5 DAYS	SALES DONATION REMOVAL
Internal Agencies/Bureaus of your Dept USDA - 15 VA - 10 GSA - 2 DOE - 12 DOI - 15 DHS - 15	Schools Screen Computer Equipment for 7 Days	Federal Agencies Cost Reimbursable Contractors Grantees Public Airports State Agencies for Surplus Property Nonprofit Educational & Public Health Activities Service Educational Activities (14 days if CFL equipment)	Only if donation request	Sales 10 - 30 days



Northwest / Arctic PPM Staff
400 15TH Street, Auburn, WA, 98001

Area Property Officer:

Gerard Penrose (253) 253-7378 gerard.penrose@gsa.gov

Allocating Officer:

Gerry Giauque (253) 709-5789 gerry.giauque@gsa.gov

Sales Contracting Officers:

Bonnie Powell (253) 931-7569 bonnie.powell@gsa.gov
Debbie Nones (253) 931-7571 debbie.nornes@gsa.gov
Marianne Wismer (253) 931-7903 marianne.wismer@gsa.gov