1. Course Intro

1.1 Welcome Slide

Transcript:
Welcome to the Federal Screening course, provided by the Department of Administrative Services, Surplus Property division.

Here, you will learn how to search for and request the federal surplus property that you need.
1.3 Course Goals

Transcript:
After taking this course, you will be able to:

- Describe the Federal Surplus Property Program;
- Compare and contrast the online screening process and the onsite screening process; and
- Summarize the process for requesting property, including payment, pickup, and shipping requirements.

If you need help navigating this course, click the View It! Button to watch a brief tutorial. Otherwise, click next to continue.

1.4 Main Menu

Transcript:
This course has three modules: Federal Surplus Property Program, Property
Screening, and Requesting. Although you can view them in any order, visit them in the order provided.

Click on the image for module one to get started.

2. Module 1

2.1 Module 1 Intro

Transcript:
This module on the Federal Surplus Property Program covers useful information you need to know before you begin screening for items. Learning these aspects of the program will help you better understand the overall screening process.

2.2 Program Overview
Transcript:
The Georgia State Agency for Surplus Property is non-appropriated. As such, service charges fund the program.

The Agency receives federal surplus free of charge; however, as a Donee, you receive federal surplus property as a donation with a service charge.

The Surplus office sets the service charges based on:

The item’s original acquisition cost and/or Fair market value and its condition and location.

Service charges are set on a case by case basis and are not taxed.

The Georgia State Agency for Surplus Property strives to be revenue neutral. The goal is to cover operational costs, not to generate revenue.

2.3 Know Before

Transcript:
There are a few things you need to know before you begin screening for federal surplus property:

- The vast majority of the property is used.
- Repairs may be required at your expense.
- The item descriptions are often generic, so you may have to use alternate phrasing to find what you want.
- You, the donee, must pick up property from its location.
- There are utilization restrictions for each item received through the
Federal Surplus Property Program. Contact the Surplus Property Division for additional info.

- There are service charges; you will know exactly how much they are before you officially request the property.

### 2.4 Locations

Transcript:
Property is available for screening from all over the United States. Because you are responsible for picking up property, it is important to pay attention to where the property is.

When searching for property, you can view items available at civilian locations and military installations. Civilian property located within a reasonable distance include Georgia, Alabama, Florida, North Carolina, South Carolina, and Tennessee. In Georgia in particular you can find items from the CDC, TSA, the Department of Labor, and the General Services Administration, as well as other federal civilian agencies.

Department of Defense Property, available through the Defense Logistics Agency or DLA, is available at the following DLA locations:

Warner Robins Air Force Base, GA, which will also return search results for Dobbins Air Force Base, Fort Gillem, Moody Air Force Base, and remote sites attached to any of these installations.

Fort Benning, GA, which will also return results for Albany Marine Base, Maxwell Air Force Base, and its annexes.
Fort Stewart, GA, which returns results for Hunter Air Field and remote sites attached to this location.

Fort Jackson, SC, which will also return property located on Fort Gordon as well as remote sites attached to these locations.

Jackson Naval Air Station, FL, which will also return results for Kings Bay Submarine Base in GA, Mayport Naval Base, FL, Camp Blanding, FL, and remote attachments to these locations.

Eglin Air Force Base, FL, which will return results at Tyndall Air Force Station, FL, Pensacola Naval Air Station, FL, Gulfport military installation, MS, and attached remote sites.

And Cape Canaveral, FL.

Again, it is important to pay careful attention to the location of items available through these military installations because you may have to pick them up from a remote site.

### 2.5 Module One Summary

**Transcript:**

Congratulations! You’ve completed the module! Before you continue, take a moment to go over what you’ve learned.

The Federal Surplus Property Program is available to eligible donees to
search for and receive federal surplus property. The Georgia State Agency for Surplus Property is non-appropriated, so your service charges fund the program. Utilization requirements apply to all property received through the program. There are several locations in and near Georgia where you can pick up property, but remember, there property you receive may require repairs at your expense since the vast majority of property is used.

### 3. Module 2

#### 3.1 Module Two Intro

Transcript:
This module on property screening covers the necessary steps to search for Federal surplus property online and onsite. Learning this process will help you understand the requirements for both types of property screening.

#### 3.2 Module Two Menu

Donors may also receive email notifications of property screened by the SASP.
Transcript:
Property Screening is the process of searching for Federal property. Donees may search property online using GSAXcess or through onsite property inspections.

Donees may also sign up to receive email notifications of property screened by the SASP.

Click either one to get started.

Online Screening

Transcript:
To screen Federal property, you must visit the General Service Administration’s web-based inventory system, GSAXcess.gov.

As a Donee, you can only view property—you cannot place items in the cart. Federal agencies and State Agencies for Surplus Property can screen and request property through this site.

Property is available to all eligible Federal and State entities during the same 21-day window. SASP can request property on your behalf at any time during that period, but federal requests take priority and are immediate.
When there is no federal request, property allocates to SASPs on the first business day after the screening period ends. If there are multiple requests for the same item, GSA uses a number of factors to determine allocation, such as a FEMA disaster declaration or a known Donee need. Click the resources tab to access a list of all GSA allocation determination criteria.

**Search Methods**

To begin searching on GSAXcess.gov, you must first request user credentials by emailing doasfedsur@doas.ga.gov your first and last name, phone number, and email address. You will receive an email from GSAXcess@gsa.gov containing your login ID and temporary password. You will create a new password when you sign in for the first time.

Once logged in, you have one of four methods to search for Federal property: All Items Available - All Categories, which is the default view that lets you drill down within a specific category and location

Basic Search Options, which you can use to search by state and display items by category

Advanced Search, which gives you the ability to search by a combination of details such as location, owing agency, description, screening end date, and more

and Want List, where you can list items in a variety of methods to receive
email notifications when those items become available.

Select each one to learn more.

**All Categories**

The All Items Available, all categories search method is the default view that displays after logging in. In this view, you can see the total number of items available across 41 categories. To view items in one specific category, like the construction equipment category, for example, simply click on the category link.

The first view within any category is by state. Other viewing options include:

- Total number of items available, which displays all [91] items nationwide
- Total items available with photos
- Total items in a selected state, which displays when you click the desired state link
- And only items with photos in a selected state, which displays when you click the hyperlinked number next to the desired state.
Transcript:
When clicking on a state, like California, all items in that category available from that state will display.

There are a few key things to pay attention in this view. Requested Quantity indicates competing requests.

Surplus Release Date, also known as the Screening End Date, is the last day the SASP can request that property on your behalf.

An item control number is a unique number assigned to a specific piece of property or group of property listed in GSAXcess. Clicking the Item Control Number displays the Property Data sheet. Here, you can view the property location, the property custodian, and details of the competing requests, such as who made the request, if a state or federal entity requested it, and the status of that request.

To select a different search method, click the back button until you reach the default All Items Available - All Categories view. Clicking the Home button will close your session.
Basic Search

On the default view, you will see the dropdown menu for Basic Search Options. Selecting “All Items by State” for example, shows you the total number of items available from each state.

Click the state to see items by category, select a category to view the item list for that category, and select the item control number to view the details of a particular item.

To select a different search method, click the back button until you reach the default All Items Available - All Categories view. Clicking the Home button will close your session.

Advanced Search

Transcript:
Click the Advanced Search button from the default view to display the advanced search options.

Here, you will see various options for finding a specific item you need.

The global search allows you to search for an item using its name, any of the words in the phrase you enter or all of the words in the phrase you enter.

You may also search using one of the primary search criterion and one or more of the secondary criteria. If you need help entering certain information, you may click the hyperlinked text. For example, clicking “Class” helps you identify the exact Federal Supply Class your item belongs to.

Try several naming conventions, like Lowboy or Low Boy

Search by Class Code

Search by military installation

Search by state

After you fill in the required information, click search to yield the results. In this example, you are searching for trucks in Georgia and Alabama.

This particular advanced search for trucks in Georgia and Alabama returns [10] items. To learn more about each one, click the Item Control Number to display the property data sheet.

To select a different search method, click the back button until you reach the default All Items Available - All Categories view. Clicking the Home button will close your session.
**Want List**

![Image of a Want List interface in GSAXcess](image-url)

**Transcript:**
In the event that the type of property you need is not currently available, you can generate a Want List which notifies you when those items become available.

To access the want list, click the want list link from the default view.

Fill in as many fields with the relevant information, and don’t forget to select the email attachment document type.

When you receive the want list item notification, open the attachment to find the item control number for the property, and use the advanced search tab to view the item in GSAXcess.

To select a different search method, click the back button until you reach the default All Items Available - All Categories view. Clicking the Home button will close your session.
**Reimbursable Property**

There are certain items not available through the donation program. These are Exchange Sale or reimbursable property.

If property is reimbursable, you will see an X in the Reimbursable field, and it will affirm that in the additional information field on the property data sheet.

**Onsite Screening**

**Transcript:**
To arrange onsite screening of property, contact the Surplus Property office at least two days in advance of when you’d like to schedule the screening.
The surplus office will make the arrangements.

Onsite screenings are strictly by appointment, Tuesday through Thursday only

To request a visit:
Supply the names of all visitors exactly as they appear on the drivers’ licenses.

For onsite access, you will need a government ID, the Vehicle Registration, and Proof of insurance. There may be other requirements, depending on the site.

**Onsite Process**

Transcript:
So, how do you physically locate the items you want when screening onsite?

At civilian locations, check with the property custodian.

At military installations, you may inspect any property within the storage area. Property will have property tags containing the Item Control Number (DTID). The Document Turn in ID number assigned by the military installation is always used as the item control number in gsaxcess.

You may come across DLA property that is not listed in GSAXcess. There are several reasons for this:
The property may not be within the 21-day cycle available to the SASPs

It may be available to federal entities only (prior to SASP cycle)

It has been allocated and is waiting for pick up

The 21-day cycle completed and the property is now only available through public sale.

If you are not sure whether the property is available to you, provide the Item Control Number (DTID) to the state agency for surplus property or ask the DLA staff while you are on site. Additionally, you can add the property’s Item control number (DTID) to your want list so you can receive notification if and when that specific item becomes available.

3.3 Module Two Summary

Transcript:
Congratulations! You’ve completed the module! Before you continue, take a moment to go over what you’ve learned.

There are two processes for searching for Federal surplus property: online screening and onsite screening. You can use any of the four methods for online screening or you can sign up to receive notifications when items on you want list become available. For onsite screening, you must arrange an appointment in advance, and be sure to bring the proper documentation.
4. Module 3

4.1 Requesting Property

Transcript:
This module on requesting property details the process for requesting the items you need and how you receive them. Learning these steps will help you understand how allocation works, as well as payment, pickup, and shipping.

4.2 The Process

Transcript:
Remember, Donees only have the ability to view Federal surplus, not request it. To receive a particular piece of property, obtain the item control number from GSAXcess, or the DTID from the item tag if you screened onsite, and the item name.
Contact the Surplus office or ask the DLA staff if the item is available

Then, send an email to the following address, but make sure to route the email through your agency’s authorized requestor on the selector list).

Be sure to include the item control number, item name, screening end date, your agency and agency contact information with phone number, and the quantity you are requesting.

After Surplus receives the request, you will receive notification of the services charge. If you accept the service charge, Surplus moves forward with the request.

At this point, you must wait until the screening period ends and GSA allocates the property.

If the property allocates on behalf of your organization, Surplus sends you a pick up authorization. You may send anyone from your organization to pick up the property, but they must be listed on the pickup authorization. An appointment is required to pick up the property.

4.3 Allocation

Transcript:
Donees receive a Letter of Authorization to Pick Up Property and a copy of the transfer order received by the state agency for surplus property on their behalf within two business days of the Screening End Date
The Letter Specifies:
The Property Custodian’s contact information
Property location
What property was allocated
quantity
The last day to pick up property: 14 days from the Transfer Order date for civilian locations and 21 days from the Transfer Order date for military installations

Be sure to take the letter of authorization and the copy of the transfer order with you when you pick up the property

If you did not receive a Letter of authorization to pick up the property within two business days of the screening ends date, then the property was not allocated to your organization.

4.4 Payment

Transcript:
State and local government entities may pay for service charges using P-cards, purchase orders, or organizational checks.

Nonprofits, SEA, SBA and VSO payment is due prior to receipt of property, and can be paid using organizational checks or organizational credit cards.

If you pay with an agency credit card, you will receive an invoice marked
If you provide Surplus with a purchase order number, you will receive an invoice.

Give the invoice to your accounts payable department so they can process the payment.

Sign and date the invoice (with the pickup date) and return it to Surplus via email or fax, which verifies receipt of property.

4.5 Shipping

Transcript:
Service charges are generally low enough to make shipping a feasible option.

Overseas Shipping
Rail
Freight Forwarding
FedEx / UPS

If you don’t already handle your own shipping contact your state agency for surplus property for help.
4.6 Module 3 Summary

Transcript:
Congratulations! You’ve completed the module! Before you continue, take a moment to go over what you’ve learned.

After you find an item, route an email request through your designated property selector. Surplus requests property from the Federal government, which determines whether or not to allocate. If allocated, you will receive a Pickup Authorization. Sign and return the invoice after picking up the property.

5. Course Close

5.1 Course Closing

Transcript:
Your organization can become a member of the National Association of State Agencies for Surplus Property.

NASASP is a group of representative agencies from each state and US possession.

NASASP works to improve the distribution of federal property and to increase communication between its member states and the legislature.

5.2 Course Closing

Transcript:
If you have questions regarding the Federal Surplus Property Program, contact Surplus personnel.

If you have any comments or feedback regarding this course, send an email to the address provided.
5.3 Course Closing

Transcript:
Congratulations! You’ve completed the course! You are now ready to begin searching for Federal surplus property!