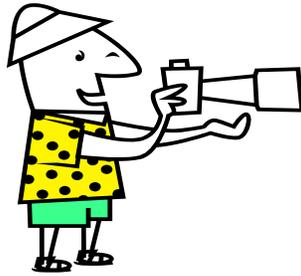


APD ALERT

Using Photos When Reporting Excess Property



Purpose

A picture is worth a thousand words! The availability of photos of excess property greatly improves the opportunity for transfer to other Federal agencies, donation to State or local government offices, or sale to the public.

Policy

The General Services Administration (GSA) has issued the following guidelines when submitting digital photos of excess or exchange/sale property. Property management officers will work with accountable property officers to obtain photos when submitting excess reports for:

- Property at or above the agency accountability threshold (\$5,000 and above); or
- Property under the accountability level in the following Federal Supply Groups/Classes (FSC's):
 - Group 19 - Ships, Small Craft, Pontoons, Floating Docks
 - Group 23 – Motor Vehicles, Trailers, Cycles
 - Group 24 – Tractors
 - Group 34 – Metalworking Machinery
 - Group 38 – Construction, Mining, Excavating, Highway Equipment
 - Group 39 – Materials Handling Equipment
 - Group 42 – Firefighting, Rescue/Safety Equipment, Environmental Protection Equipment
 - Group 54 – Prefab Structures and Scaffolding
 - FSC 6115 – Generators and Generator Sets, Electrical
 - FSC 6515 – Medical, Surgical, Instruments, Equipment, and Supplies

Submit photos of the actual item reported. When reporting multiple items that are identical (the same manufacturer name and model number) and in the same condition code, submit a photo of only one item with a note indicating that the photo is representative of each item in the lot.

When reporting motor vehicles, include photos of both the interior and exterior of the vehicle, including any body damage.

AAMS/GSAXcess allows property management officers to directly attach photos to excess and exchange/sale reports. Follow the on-line instructions from GSAXcess. All photo file extensions must end with “.jpg”.

For tips for taking photos, refer to www.GSAXcess.gov. The “Frequently Asked Questions” section includes a link for “GSAXcess Photo Guidelines”.

For general questions, please contact Cheryl Brumback on 301-504-1096 or e-mail at Cheryl.brumback@ars.usda.gov

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