

User Guide Features	Impacted Users
<p>This User Guide provides an overview of the Personal Property Management System (PPMS). You will find information on the following:</p> <ul style="list-style-type: none"><li>❖ PPMS Background</li><li>❖ Requesting Access to PPMS</li><li>❖ Logging In</li><li>❖ Homepage Navigation</li><li>❖ Managing Accounts</li><li>❖ Common PPMS Acronyms</li></ul>	All PPMS Users

## PPMS Overview

This user guide provides background on the Personal Property Management System, PPMS, with step by step instructions to register and log in to PPMS, homepage navigation, and managing accounts. The guide also includes commonly used acronyms.

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## Personal Property Management System (PPMS) Background

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PPMS 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 and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property. Your agency can also report and transfer excess computers and peripheral equipment to schools and educational nonprofit organizations through the GSA-hosted Computers for Learning website or record your CFL transfers done outside of our system. This site is not intended for the general public.

The PPM Program includes the following activities and offerings:

- Internal screening of personal property for reuse within an agency (for certain agencies only)
- Screening of excess personal property to other agencies when such property is no longer required by the holding agency
- Reutilization of excess personal property by transferring the property to another federal agency with a requirement for the property
- Donation of excess personal property no longer required by federal agencies and designated as surplus by GSA
- Sale of surplus property not selected for donation
- Sale of property pursuant to the Exchange/Sale authority
- Inventory management and verification of donated federal firearms
- Screening, reassignment, and sale of Foreign Gifts received by federal employees from foreign governments because of their official position

## Registering in PPMS

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1. To register and create a PPMS account, click **Register** on the top right side of the PPMS landing page ([www.ppms.gov](http://www.ppms.gov)).

**Helpful tip!** For instructions on how to self-register, click **Registration Information** on the PPMS Landing page.

The screenshot shows the PPMS landing page. At the top, there is a navigation bar with the GSA logo, a search bar, and links for 'About PPMS', 'User Guides/Training', 'Contact Links', 'PPMS HelpDesk', and 'FAQs'. Below the navigation bar, a 'Home' link is visible. A red arrow points to the 'Register' button, which is located in the top right corner of the main content area. The main content area has a light blue background and features a 'Welcome to PPMS' message. It includes a 'GSAuth Login (for GSA users only)' link, a 'Registration Information' link (which is also highlighted with a red box), an 'About PPMS' link, and a 'Help' link. To the left of the message, there is a form for logging in, which includes fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the login form, there are links for 'Forgot Password' and 'Need help signing in?'. A lightbulb icon is positioned next to the 'Registration Information' link.

2. The Registration page provides options to register based on your role.
  - A. Anyone with a .gov or .mil email address may **self-register** for view only access. You must have your Activity Address Code (AAC) to self-register. If you do not know your AAC code, please contact your agency's National Utilization Officer (NUO) for assistance.

**Note:** If you self-registered and need additional permissions (e.g., report property, select property), please contact your agency's [National Utilization Officer](#) (NUO) or your GSA [Area Property Officer](#) (APO) if you do not have an NUO.
  - B. For other PPMS access, such as selecting or reporting property, you will need to request access for a PPMS account. Follow the instructions based on your user type by clicking the **plus sign (+)** to expand the details.

[Login](#) > Registration Information

## Registration Information

Logging into the [PPMS](#) personal property disposal system requires an email and password.

For **view only/ search access** to PPMS (for users with .gov/.mil emails only) you can [self-register](#) online: A

- You must have a .gov or .mil email address.
- You must have your Agency's Activity Address Code (AAC). If you do not know your AAC, please contact your [NUO](#).

For **any other access (such as selecting or reporting property)**, follow the instructions based on your user type: B

**+ Federal Employees, Federal Agency Contractors or Federally-sponsored Non-Federal Recipients**

**+ Military or DoD Civilian Employees**

**+ DoD Contractors**

**+ National Guard Units**

**+ Potential Recipients of the [Surplus Personal Property Donation Program](#)**

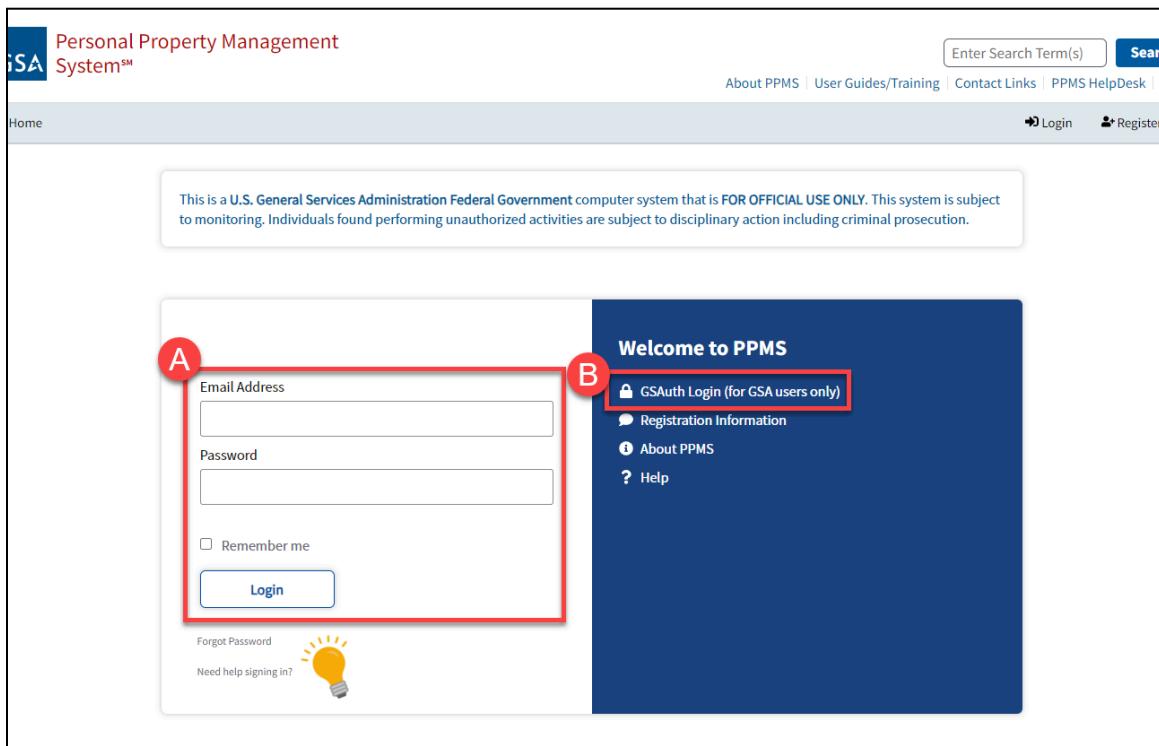
**+ State Agency for Surplus Property Employees**

## Logging Into PPMS

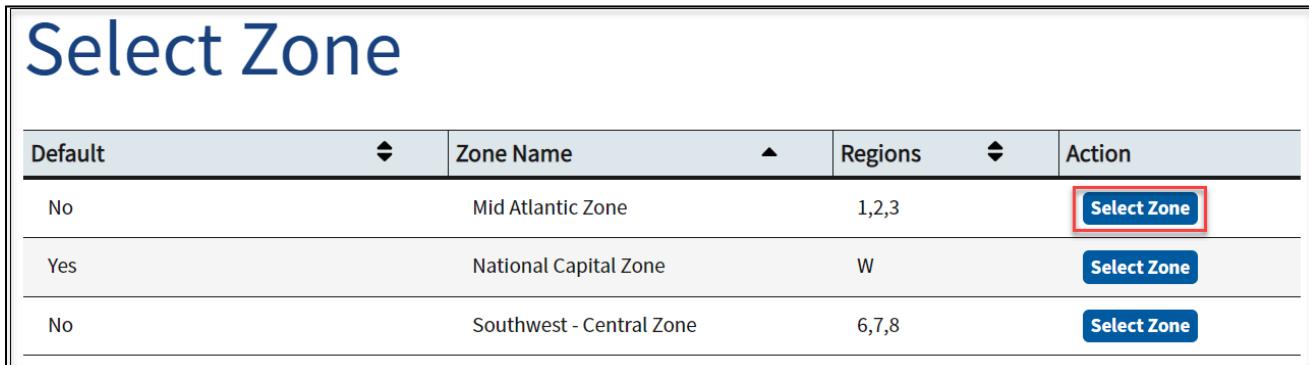
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1. Navigate to PPMS: [www.ppms.gov](http://www.ppms.gov)
2. To log in to PPMS,
  - A. Enter your **Email Address** and **Password** and click **Login**.
  - B. If you are a GSA user, click **GSAAuth Login** and use your GSA authentication.

**Helpful Tip!** Click **Forgot Password** or **Need help signing in** for assistance with your account. Because GSA users sign in through single sign on and two-factor authentication, they will not use the **Forgot Password** option.



3. As a Sales user, based on your role, you may have the option to select a **Zone** after logging in to PPMS. For example, if you are a SCO with an unlimited warrant, or a CLO who collects for multiple zones. Choose the zone by clicking **Select Zone**.



Default	Zone Name	Regions	Action
No	Mid Atlantic Zone	1,2,3	<b>Select Zone</b>
Yes	National Capital Zone	W	<b>Select Zone</b>
No	Southwest - Central Zone	6,7,8	<b>Select Zone</b>

## PPMS Homepage Navigation

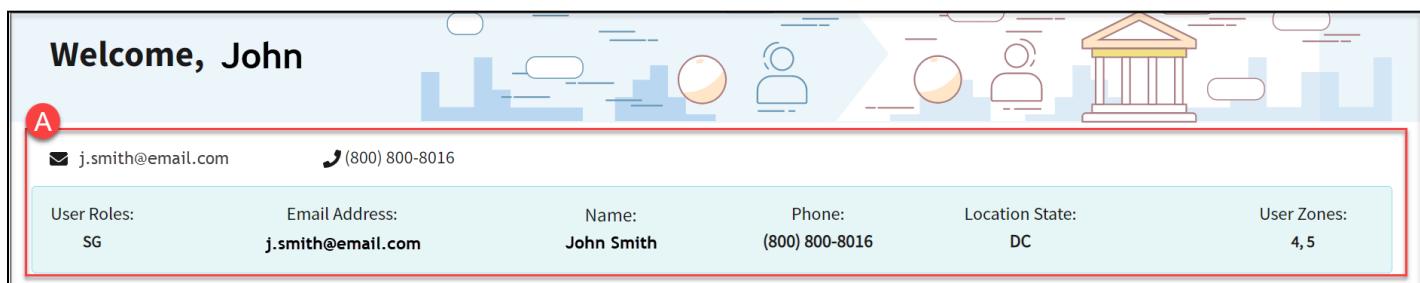
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**Note: The tabs and information on the homepage vary based on your role.**

1. The top of the PPMS Homepage contains helpful tools, information about your account, and role based functions.
  - A. The top right side of the page contains helpful **Resources** such as Program Links, User Guides, Contact Links, PPMS HelpDesk contacts, and FAQs. The resources vary depending on if you are a Utilization and Donation (U&D) user (federal agencies, SASPs, donees, or GSA) or Sales user (GSA internal only).
  - B. The **Home bar** in the center of the page contains tabs based on your role. Select a **tab** to view a drop-down menu with additional options for the function such as User Functions or Internal Functions.
  - C. Select your **name** to view the Manage Account drop-down menu and view your user profile or reset your password. The options in the drop-down menu vary based on your role.
  - D. Click **Logout** to log out of your PPMS account.



2. The bottom section of the homepage varies based on your role.
  - A. Some roles such as Sales Manager have an **account information summary** with information about your user roles, contact information, location and zones.



2. Some roles such as the SM, NUO, and SASP have an **account information summary** with information about the access level for your account, a list of permissions, contact information, and your Activity Address Code(s).

Welcome, Jane

B jane.smith@email.com (800) 800-8008

Access level: FFSASP Permissions: FF, SA, SP Email Address: jane.smith@email.com Name: Jane Smith Phone: (800) 800-8008 Location State: VA AAC Codes: 47339K

3. Some roles, such as APO, have a **Dashboard** on the homepage with information specific to their actions. Click on the widgets to go directly to the related pages, such as Change Requests or Property information. The dashboard data varies by role.

Welcome, PPMSAPO User

**0 My Change Requests**

**0 My Allocations**

**1 My Requisitions**

**0 New Property Reports**

**0 New Users**

**33% PROPERTY REPORTED WITH PICTURES**

**3 IRREGULAR PROPERTY REPORTS**

**0 DAYS AVERAGE ALLOCATION TIME**

**All Properties Reported In My Territory**

Weeks FY YTD Months FY YTD

FY YTD

Original Acquisition Cost

Line Items

Original Acquisition Cost (\$)

8k  
7k  
6k  
5k  
4k  
3k  
2k  
1k  
0

FY YTD 2023

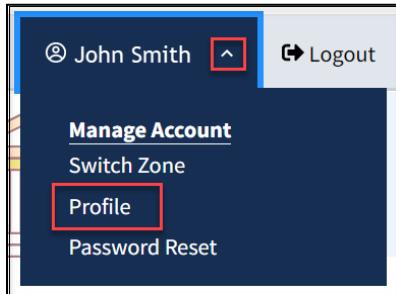
Property Transferred Property Donated

## Managing Accounts

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**Note:** The drop-down menu and Profile page contents vary based on role. For an example of the Sales Profile page, see step 2 below. For an example of a U&D Profile page, see step 3 below.

1. To view or update your PPMS Profile, select your name from the menu bar and click **Profile**.



2. The fields and title on the Profile page vary based on your role. As a **Sales user**, the **My Profile** page displays your PPMS profile details including User Information, Type of User, User Roles, and Zone Information, and allows you to make updates.
  - A. The **user ID** displayed in the User Information section is a system-generated unique identifier.
  - B. Click the **plus or minus** icon next to the section heads to expand and collapse the fields in each section. Some fields such as Name and Email Address are not editable. Any fields marked '(Optional)' are not required to submit changes. All other fields are required.
  - C. Be sure to click **Submit** to save changes.

# My Profile

## Form Tracker

- User Information
- Type of User
- User Roles
- Zone Information

Submit

Cancel

– User Information · GSASALESSMA1231

First Name

Middle Initial (Optional)

Last Name

John

Smith

Phone Number

Phone Ext. (Optional)

(800) 800-8080

Limit: 10 digits

Limit: 7 digits

Email Address

j.smith@email.com

Address Line 1

1800 F St

Zip Code

Zip Ext. (Optional)

20001

3453

B  
– Type of User

PPMS

B  
+ User Roles

+ Zone Information

Submit

Cancel

3. As a **U&D user**, the **User ID Maintenance** page displays your PPMS profile details including User Information, Agency/Bureau information, Permission, and NUO Contact information and allows you to make updates to certain information. The fields and title on the page vary based on your role and permissions in PPMS.

- The **user ID** displayed in the User Information section is a system-generated unique identifier.
- Click the **plus or minus** icon next to the section heads to expand and collapse the fields in each section. Some fields such as Email Address are not editable. Any fields marked Optional can be left blank. To edit your email address, please contact your NUO or APO if you do not have an NUO.
- Be sure to click **Submit** to save changes.

## User ID Maintenance

[Collapse All](#)

**Form Sections**

- User Information
- Agency / Bureau Information
- Permission
- NUO Contact Information
- Approving Official Information

**C** **Submit** **Cancel**

**A** **User Information** **GSAAPO123**

Federal Contractor or Non-Federal Recipient or Donee (Optional)

Yes  
 No

First Name: Jane      Middle Initial (Optional):      Last Name: Smith

Do you want to receive group emails?

Yes     No

**B** **Agency / Bureau Information**

AAC Code	◆	Agency/Bureau	◆
473F49		4709 - Federal Supply Service, All Other	

**— Permission**

You have following permissions

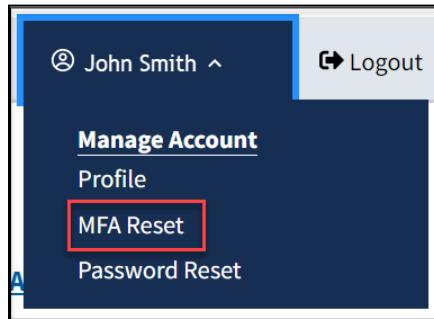
System Roles	General
APO	Approving Official

**B** **+ NUO Contact Information**

**+ Approving Official Information**

**C** **Submit** **Cancel**

4. Non-GSA users have the option to reset their multi-factor authentication code by selecting **MFA Reset** from the Manage Account option on the menu bar.



5. Click **Reset** on the MFA Reset page to confirm updating the multi-factor authentication method and receive an email to update the authentication method.

## MFA Reset

**Reset MultiFactor Authentication Factors**

If you want to add or change an authentication factor (Text, Email, Voice, or Google Authenticator) you must reset all of your existing factors. Once you've clicked "Reset" button (below), you will receive an email confirming that your factors have been reset. You will be asked to set up your factors during your next login.

**Reset**

## PPMS Acronym List

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Acronyms and Abbreviations	Definitions	Category	Notes
AAC (or DoDAAC)	Activity Address Code	Input Field	A 6-digit alphanumeric code that refers to an agency and location.
AC	Area Property Officer	PPMS User Permissions	This permission grants the GSA internal functions in PPMS, as well as allocation and requisition privileges.
ADR	Alternative Dispute Resolution	Business Process (Sales)	The process of adjusting/reducing the contract award amount as a result of misdescription.
AO	Internal Agency Approver/Approving Official	Role/PPMS User Permission	Receives and approves transfer orders for <i>Surplus</i> and <i>Excess</i> property
APO	GSA Area Property Officer	Role	A GSA employee who allocates excess property requests and provides property disposal guidance.
CFL	Computers for Learning	GSA-hosted website	GSA hosts a CFL website for agencies to fulfill EO 12999.
CLO	Collection Officer	Sales Role	A GSA zonal employee who processes payment/ refunds on sales contracts, and manages the reconciliation of financials (on registers).
CTD	Conditional Transfer Document	Document	Certain commodities have additional terms and conditions on their donations, covered in a CTD.

Acronyms and Abbreviations	Definitions	Category	Notes
CO - Sales	Central Office	Sales Role	A GSA employee who works in headquarters, and is responsible for supporting the zonal sales offices, managing sales users/bidders, and the overall PPMS website.
CO - CFL	CFL Approving Official	U&D Role	A principal, director, or other supervising official that reviews their educational organization's requests in CFL.
CRD	CFL Release Date	Business Entity/Proces	The last day of screening in CFL. After this day, the item continues to excess screening.
CT	CFL Training View	Permission	This permission enables Single Sign On for certain GSA users to provide training on the CFL website.
DLA	Defense Logistics Agency	Organizational Unit	This agency handles DOD property disposal.
DoDAAC (or AAC)	Department of Defense Activity Access Code	Input field	6-digit alphanumeric code that refers to an agency and location.
ERD	Excess Release Date	Business Entity/Proces	The last day an item screens internally within an agency. After this day, the item is returned to the agency or continues in the disposal process.
FASC	Federal Asset Sales Center	Business Entity/Proces	Different entities with the authority to sell certain types of Federal personal property.
FS	FEPMIS (Federal Excess Property Management Information System) User	PPMS User Permissions	Denotes user as USDA Forest Service FEPP (Federal Excess Personal Property) participant in PPMS.

Acronyms and Abbreviations	Definitions	Category	Notes
FF	Search property	PPMS User Permissions	Grants ability to search property in excess screening.
FG	Foreign Gifts Maintenance	PPMS User Permissions	Grants ability to manage foreign gifts prior to the sales process (GSA only).
FGM	Foreign Gifts Manager	Role	An APO who allocates foreign gifts requests.
FI	Firearms Inventory	PPMS User Permissions	Grants access to the donation program's firearms inventory.
FM	Firearms Program Manager	PPMS User Permissions	Grants access to manage the LEAs and the firearms inventory.
FMS	Fleet Management System	Legacy System	
FR	Foreign Gift Reporter	PPMS User Permissions	Grants ability to report foreign gifts.
FSC	Federal Supply Class	Input field	4-digit numeric code representing the class of personal property.
FSCAP	Flight Safety Critical Aircraft Part	Business Entity/Process	FSCAP is a part whose failure, malfunction, or absence causes a catastrophic failure to an aircraft.
FSG	Federal Supply Group	Input field	2-digit numeric code representing a group of Federal Supply Classes.
FMV	Fair Market Value	Input field	The price an item would sell for on the open market.
HD	Helpdesk User	PPMS User Permissions	Contracted support to assist GSA's external users (bidders, federal agencies, etc).

Acronyms and Abbreviations	Definitions	Category	Notes
IF	Internal Agency Select	PPMS User Permissions	Grants ability for internal agency customers to request property in internal screening.
IS	Internal Agency Search	PPMS User Permissions	Grants ability for internal agency customers to search property in internal screening.
IG	CFL Viewer	PPMS User Permissions	Grants view only access to CFL users and transfer information (for audit purposes).
ICN	Item Control Number	Input field	Unique 14 or 15-digit code for an item of property. First 6 digits are the reporting AAC, the next 4 are the Julian date, and the next 4 are a serial number. The 15th digit is an optional suffix.
IFB	Invitation for Bid	Sales Document	A system generated document that displays the lot details (physical address, lot name, lot description) for all lots assigned to a particular sale.
LEA	Law Enforcement Agency	U&D Donee	A category of donation program eligible recipient who can screen surplus firearms.
MP	Manage Property	PPMS User Permissions	Grants ability for users to edit and withdraw any property in a specific AAC (does not need to report or be listed as a POC/ PC on the property).

Acronyms and Abbreviations	Definitions	Category	Notes
MS	Marketing Specialist	Sales Role	A GSA zonal user responsible for supporting Sales Contracting Officers with sales related tasks.
MU	Manage Users (U&D - SASP users)	PPMS User Permissions	Grants SASP employees the ability to manage donee and other SASP employee accounts.
NU	National Utilization Officer	PPMS User Permissions	Grants Federal users the ability to manage their agency's users and oversee their agency's property in PPMS
NUO	National Utilization Officer	Role	Property officers responsible for managing PPMS access and providing guidance on their agency's property disposal.
NIIN	National Item Identification Number	Input field	9-digit number used to identify a type of commodity.
OAC	Original Acquisition Cost	Business Entity/Process	The price an agency originally paid for an item when they acquired it ( <b>not</b> the fair market value).
PA	Public Airport Requestor	PPMS User Permissions	Identifies the user in PPMS as a public airport.
PBS	Public Buildings Service	Business Entity/Process	GSA division responsible for real property.
PC	Property Custodian	U&D and Sales Role	User who is physically located with an item or property. Responsible for answering questions on items and completing auction review.

Acronyms and Abbreviations	Definitions	Category	Notes
POC	Point of Contact	U&D and Sales Role	User who may or may not be physically located with the property. May also be responsible for multiple locations.
PPMS	Personal Property Management System	System	Electronic disposal system for Federal personal property.
RP	Report Property	PPMS User Permissions	Grants ability to report personal property in PPMS.
SA	State Agency for Surplus Property (SASP) User	U&D Role/ PPMS User Permission	Identifies a user as a SASP employee in the system and grants access to 3040 reporting.
SCO	Sales Contracting Officer	Sales Role	A GSA zonal employee who has been warranted and granted authority conferred by law to sell Government-owned personal property
SM - U&D	System Manager	U&D Role	A U&D headquarters user responsible for supporting APOs and other U&D users nationwide and managing PPMS.
SM - Sales	Sales Manager	Sales Role	A GSA zonal employee who supervises the Sales Contracting Officers, Marketing Specialists, and Collection Officers within their zone.
SP	Select Property	PPMS User Permissions	Grants ability to check out excess or surplus property for transfer or donation.
SRD	Surplus Release Date	Business Entity/Process	The last day an item is in excess screening. After the SRD, the property is deemed surplus and, if there are no

Acronyms and Abbreviations	Definitions	Category	Notes
			donation requests, moves to sales or is returned to the agency.
TCN	Transfer Control Number	Business Entity/Process	When excess or surplus personal property is requested, PPMS generates a TCN to track the request.
U&D	Utilization and Donation	Business Entity/Process	The nickname for the division of PPM employees that work on the reutilization of excess property within the federal government and donation of surplus property to eligible non federal recipients.
VAS	Value Added Services	Business Entity/Process	Contracted Auction Houses that provide services (such as maintenance, or storage) for vehicles being sold through GSA.
VO	View Only	PPMS User Permissions	Permission granted to self-registered users or donees. Allows the user to view property within the PPMS system.
ALC	Agency Location Code	Input Field	An agency's routing number (eight digits) for financial reimbursement.
TAS	Treasury Account Symbol	Input Field	An Identification Code assigned by the Treasury to an individual appropriation.