

Personal Property Management System (PPMS)



User Guide Features	Impacted Users
This User Guide provides an overview of the Reporting Property capabilities in the Personal Property Management System (PPMS).	Reporting Property (RP)

Reporting and Managing Property

Agencies are responsible for reporting their excess personal property for disposal. Many agencies report via batch or web service directly to PPMS, but some agencies choose to report online via the Create Property screen. This user guide will discuss how to report property online via the Create Property screen as well as how to edit and withdraw property reports. For more information on batch/ webservice, please see the batch/ webservice user guide..

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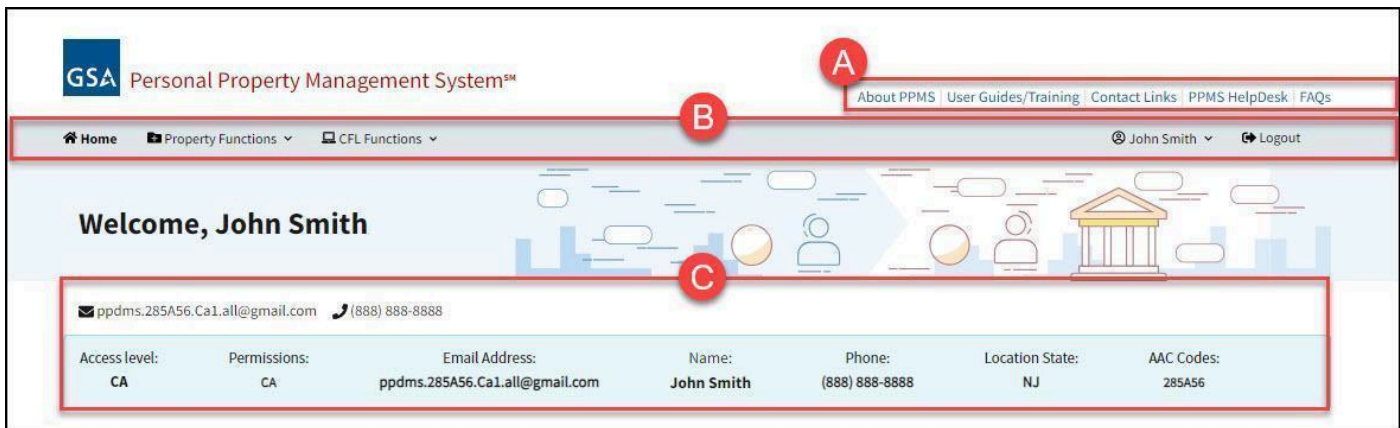
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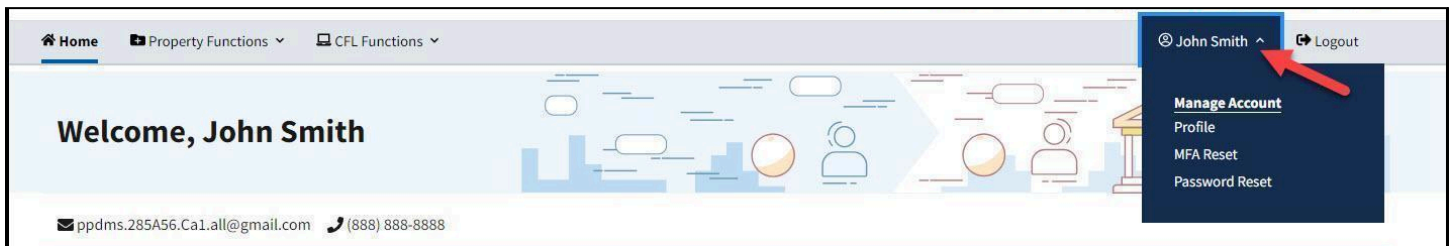


Home Page

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1. The PPMS home page provides helpful information, access to Sales and User Functions, and account details.
 - A. The links on the top right side of the page provide helpful information such as **Program Links, User Guides/Training, Contact Links, PPM HelpDesk, and FAQs.**
 - B. Use the gray Home bar to view:
 - **Property Functions: Create Property and Manage Property**
 - C. The bottom section of the page displays your **account information**, including Access Level and Permissions.



2. Expand the arrow next to your name to view the **Manage Account** options: Profile, MFA Reset, Password Reset.

Create Property

Customers with Report Property (RP) or National Utilization Officer (NU) permission can create property reports in order to report excess personal property for screening through PPMS

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1. Select **Create Property** from the **Property Functions** list to create a new property report.

Property Report Data Creation

Form Sections

① Item Control Number

[Collapse All](#)

[Generate Barcode](#)

— Item Control Number

AAC Code	Julian date	Serial Number	Suffix (Optional)
<input type="text" value="473082"/>	<input type="text" value="3090"/>	<input type="text"/>	<input type="text"/>

B [Confirm ICN](#)

2. On the **Property Report Data Creation** page:
 - A. The **Item Control Number** fields must be completed in order to initiate the creation of a property report.
 - Enter an AAC **Code** - it will automatically default to your primary AAC.
 - The **Julian date** will automatically populate based on the day, month, and year.
 - Enter a 4-digit **Serial Number** - any alphanumeric value of your choice.
 - Enter an optional 1-digit alphanumeric **Suffix**, if desired.
 - B. Click **Confirm ICN** to continue.

Property Report Data Creation

Form Sections

- ✓ Item Control Number
- ✓ Agency Information
- ✓ Reporting Agency Address
- ✓ Point of Contact
- ✓ Property Location
- ✓ Property Custodian
- ✓ Property Type/Reimbursement
- ⓘ Federal Supply Class
- ⓘ Quantity and Cost
- ✗ Additional Information
- ⓘ Upload Images and Documents

Save **Submit** **Cancel** **Submit/Report Similar** **Generate Barcode**

[Collapse All](#)

Item Control Number

AAC Code	Julian date	Serial Number	Suffix (Optional)
473082	3166	WWW	

✓ ICN is Confirmed

Agency Information

Agency Bureau

4709 Federal Supply Service, All Other

3. The **Property Report Data Creation** page expands to include additional data requirements.

A. The **Form Sections List** specifies the sections requiring data.

- Once a section is complete, the section name will turn green and show a check mark indicator.
- Sections listed in gray have not been started yet.
- Sections listed with a red x indicator have been started but require additional information before the report can be submitted.

B. If the **Item Control Number** is confirmed, the **Agency Information** automatically populates based on the AAC entered in the **Item Control Number**.

Form Sections

- ✓ Item Control Number
- ✓ Agency Information
- ① Reporting Agency Address
- ① Point of Contact
- ① Property Location
- ① Property Custodian
- ✓ Property Type/Reimbursement
- ① Federal Supply Class
- ① Quantity and Cost
- ① Additional Information
- ① Upload Images and Documents

Reporting Agency Address

Reporting Agency Address ⓘ

- Select Reporting Agency Address -

Address Line 1

Address Line 2 (Optional)

Address Line 3 (Optional)

City

State

- Select State -

Zip Code

Zip Ext. (Optional)

ex: 3254

Update Reporting Agency Address

Add Reporting Agency Address

Delete

4. In the **Reporting Agency Address** section:

- Type in the **Reporting Agency Address** or Select a **Reporting Agency Address** from the dropdown menu to auto-populate required fields.
- To revise, add or remove an Agency Address:
 - Click **Update Reporting Agency Address** to change the existing address.
 - Click **Add Reporting Agency Address** to enter a new address.
 - Click **Delete** to remove an existing address from the dropdown menu.

Form Sections

- ✓ Item Control Number
- ✓ Agency Information
- ✓ Reporting Agency Address
- ① Point of Contact
- ① Property Location
- ① Property Custodian
- ✓ Property Type/Reimbursement
- ① Federal Supply Class
- ① Quantity and Cost
- ① Additional Information
- ① Upload Images and Documents

Point of Contact

Point of Contact ⓘ

- Select Point of Contact -

First Name

Last Name

Phone Number

Limit: 10 digits

Phone Ext. (Optional)

Limit: 7 digits

Fax Number (Optional)

Fax Limit: 10 digits

Email Address

CC Email Address (Optional)

☒ Notify Point of Contact when Available for Sale

Update Point Of Contact

Add Point Of Contact

Delete

5. In the **Point of Contact (POC)** section:

- A. Type in the POC's information or select a **Point of Contact** from the dropdown menu to auto-populate required fields.
- B. Select **Notify Point of Contact when Available for Sale** if you would like the POC to be notified when the property completes screening and is sent to the Sales team for processing. To revise, add or remove a Point of Contact:
 - Click **Update Point of Contact** to change the existing POC.
 - Click **Add Point of Contact** to enter a new POC.
 - Click **Delete** to remove an existing POC from the dropdown menu.

Form Sections

- ✓ Item Control Number
- ✓ Agency Information
- ✓ Reporting Agency Address
- ✓ Point of Contact
- ① Property Location
- ① Property Custodian
- ✓ Property Type/Reimbursement
- ① Federal Supply Class
- ① Quantity and Cost
- ① Additional Information
- ① Upload Images and Documents

Property Location

Property Location ⓘ

- Select Property Location -

Address Line 1

Address Line 2 (Optional)

Address Line 3 (Optional)

City

State

- Select State -

Zip Code

Zip Ext. (Optional)

ex: 3254

Update Property Location Add Property Location Delete

6. In the **Property Location** section:

- Type in the Property Location or select a **Property Location** from the dropdown menu to auto-populate required fields.
- To revise, add or remove a property location:
 - Click **Update Property Location** to change the existing location.
 - Click **Add Property Location** to enter a new location.
 - Click **Delete** to remove an existing location from the dropdown menu.

Form Sections

- Item Control Number
- Agency Information
- Reporting Agency Address
- Point of Contact
- Property Location
- Property Custodian
- Property Type/Reimbursement
- Federal Supply Class
- Quantity and Cost
- Additional Information
- Upload Images and Documents

Property Custodian

Property Custodian ⓘ

- Select Property Custodian -

First Name

Last Name

Phone Number

Limit: 10 digits

Phone Ext. (Optional)

Limit: 7 digits

Fax Number (Optional)

Fax Limit: 10 digits

Email Address

CC Email Address (Optional)

Update Property Custodian Add Property Custodian Delete

7. In the **Property Custodian (PC)** section:

- Type in the Property Custodian's information or select a **Property Custodian** from the dropdown menu to auto-populate required fields.
- To revise, add or remove a property location:
 - Click **Update Property Custodian** to change the existing custodian.
 - Click **Add Property Custodian** to enter a new custodian.
 - Click **Delete** to remove an existing custodian from the dropdown menu.

— Property Type/Reimbursement

[NUO/APO Contact Information](#)

Property Type ⓘ

Regular Excess Screening (No Special Requirements)

Agency Location Code (Optional)

Appropriation/TAS fund to be reimbursed ☒ (Optional)

Agency Control Number (Optional)

8. In the **Property Type/Reimbursement** section:
- A. Select the **Property Type** from the dropdown menu to auto-populate required fields. An infotip is available with the definitions of all Property Types (or you can see a full list of property types in [Appendix C](#). You can also hover your mouse over “NUO/APO Contact Information” to see your NUO/APO Information (if you have questions on the Property Type selection).
 - B. If you select “Regular Excess Screening (No Special Requirements)” then no additional financial information is required. If you select any other Property Type, then you will need to provide the following financial information:
 - **Agency Location Code**
 - **Appropriation/TAS fund to be reimbursed.**
 - **Agency Control Number** (optional)

Federal Supply Class

Federal Supply Class / National Stock Number

A 6240 - ELECTRIC LAMPS x

Federal Asset Sales Center ⓘ

B GSA (All commodities and locations nationwide)

National Item Identification Number (NIIN) (Optional)

Special Instructions: (Optional)

☐ Contractor Inventory

☐ Overseas Inventory

Item Name

C Electric Lamp

Make (Optional) Model (Optional)

Special Description Code (Optional) Special Description Text (Optional)

9. In the **Federal Supply Class (FSC)** section:

- A. Select the **Federal Supply Class/National Stock Number** field to either:
 - Reveal a dropdown menu to view and select from the FSC list, or
 - Type a known FSC.

Note: Depending on the FSC selected, additional fields may be added to this section. See [Appendix A](#) for FSCs that require additional fields.

- B. Select the **Federal Asset Sales Center** from the dropdown menu (if applicable). Note: GSA is selected as the default sales center. For more information on other Sales Centers, see the info tip next to the field.
- C. Enter an **Item Name**. The Item Name should be descriptive - eg, "Ford F-150 Truck" is better than just "truck." Providing a descriptive item name will help you locate your reports quickly and will help other users when they search for available items.

Note: Complete optional fields (as needed) to provide additional information. Some fields may switch to required based on FSC selection (see the appendix for a list of required fields for certain FSCs):

- **National Item Identification Number (NIIN)**
- **Special Instructions**
- **Make**
- **Model**
- **Special Description Code**
- **Special Description Text**

— Quantity and Cost

A Quantity: 2 Unit of Issue: EA - EACH

B Original Acquisition Cost: \$50.00 Per Unit Total Acquisition Cost: \$100.00

10. In the **Quantity and Cost** section:

- A. Enter the **Quantity** of the item then select the **Unit of Issue** from the dropdown menu:
 - i. Some specialty FSCs, like vehicles or firearms, will be restricted to a quantity of 1 and a Unit of Issue of "EA."
 - ii. If you select the unit of issue lot ("LT") you must select a quantity of "1." Please enter the unit acquisition cost for the entire lot and note the contents of the lot in the item description.
- B. Enter the **Original Acquisition Cost (OAC)** of the item(s) per unit of issue. If you do not have the OAC, you can use an estimate.
 - The **Total Acquisition Cost** will automatically be calculated based on the Original Acquisition Cost and the quantity provided ($OAC \times \text{Quantity} = \text{Total Acquisition Cost}$).

The screenshot shows a web form titled "Additional Information". It contains several sections:

- Condition:** Radio buttons for "New or Unused", "Usable", "Repairable", "Salvage", and "Scrap".
- Hazardous:** Radio buttons for "Hazardous Material", "Hazardous Waste", and "No" (which is selected).
- Flight Safety Critical Aircraft Part:** Radio buttons for "Blank" (selected), "FSCAP hardened for nuclear warfare", and "Flight Safety Critical Aircraft Part".
- Drop After Internal Agency Screening:** Radio buttons for "Yes" and "No" (which is selected).
- Demilitarization:** A dropdown menu currently showing "Demilitarization not required".
- Excess Release Date:** A date field with "07/25/2023".
- Surplus Release Date:** A date field with "08/15/2023".
- Fair Market Value:** A text field with "\$0.00" and a label "(Optional)".
- Manufacturer:** A text field with a label "(Optional)".
- Date of Manufacture:** A date field with a label "(Optional)".
- Acquisition Date:** A date field with a label "(Optional)".
- Property Description:** A rich text editor area with a toolbar.

 Red callout boxes are placed over the form:

- A:** Points to the "Condition" radio buttons.
- B:** Points to the "Drop After Internal Agency Screening" radio buttons.
- C:** Points to the "Demilitarization" dropdown menu.
- D:** Points to the "Excess Release Date" and "Surplus Release Date" fields.
- E:** Points to the "Property Description" rich text editor.

11. In the **Additional Information** section:

- A. Select the appropriate radio button indicators for **Condition**, **Hazardous**, and **Flight Safety Critical Aircraft Part**,
- B. Select **Drop After Internal Agency Screening** (available only to Internal Screening Agencies) option:
 - If you want the item to continue to excess screening after internal screening finishes, select "No" (this is the default)
 - If you want the item to be returned to your agency after internal screening finishes, select "Yes"
- C. Select the appropriate **Demilitarization** requirement from the dropdown menu. For a complete list of demilitarization options, see Appendix B:
- D. Both the **Excess Release Date** (for internal screening customers) and the **Surplus Release Date** will auto-populate. Populate the following optional fields (as needed) to provide the:
 - **Fair Market Value**
 - **Manufacturer**

- **Date of Manufacture**
- **Acquisition Date** (required for State Agencies, optional for all other users)
- E. Enter a **Property Description** of 25 characters or more.

The screenshot shows the 'Upload Images and Documents' section of a web application. It features two tabs: 'Image' and 'Document'. A red box labeled 'A' highlights these tabs. Below them, a file named 'This is a test document.docx' is shown with a checkmark icon, a 'Download' button, and a 'Delete' button. A red box labeled 'C' highlights the file details. To the right, the 'Modified Date' is displayed as '04-03-2023 12:51:14 PM CT'. Below the file list is a large dashed box labeled 'B' containing the text 'Drag and drop files here, or [browse](#)'. A red arrow points to the 'browse' link. At the bottom, a red box labeled 'D' highlights the 'Save', 'Submit', and 'Cancel' buttons, along with a 'Submit/Report Similar' button on the right.

12. It is highly recommended that you **Upload Images and Documents** corresponding to the property:

- A. Select either the **Image tab** (to upload photos / images) or the **Document tab** (to upload documents) to upload files / attachments related to the property.
- B. Drag and Drop the file(s) you want to upload, or Click **browse** to search for the files to upload. You can select files individually or select multiple files to upload at once. To select multiple files at once, use the CTRL key while selecting the images/ documents.
- C. All uploaded files and images will be scanned for viruses. Once the file is marked "Clean," a **check mark** appears. At that time, the user can edit the images/ documents via the following options:
 - Crop
 - Rotate
 - Flip
 - Rename
 - Reorder (if multiple files are uploaded)
- D. At the end of the property creation form, there are several options:
 - Click **Save** to save your report as a draft. Drafts will be kept in the system for 30 days.
 - Click **Submit** to complete your report and start the screening period (property will start screening immediately upon successful submission)
 - Click **Cancel** to delete your report.

- Click **Submit/ Report Similar** if you want to submit this report and start a new report with only the POC/ address information copied or all of the information copied.

13. If you click **Submit/Report Similar**, a **Report Again** window will appear.
 - A. Select **Copy addresses and POC data** or **Copy all data**, depending on which information you want to include.
 - B. Type in the new **Serial Number** (Suffix is optional).
 - C. Click **Submit** (when it is blue).

The **Property Report Data Creation** process is now complete. The user is immediately redirected to the Manage Property page.

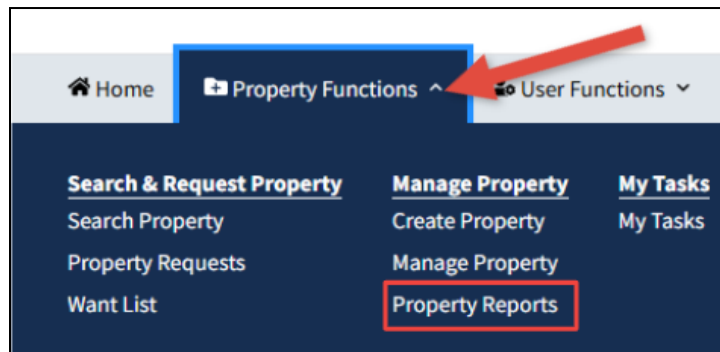
Note: If you are an internal agency user and you select “Drop after internal screening” in 11B, your property will not go to excess screening and GSA Sales, but will instead go to History in “Returned after internal screening” status. If you selected this option by accident, please contact your [GSA Area Property Officer](#) to recall the item back into screening. They will need to edit the property record and set the “Drop” question to “No” for the property to continue into excess screening. Some DOE items are required to have the drop flag set to yes - please see “LEDP” items in the appendices for more information.

Property Reports

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The property reports tool lets users download customized reports of their agency's reported property. For additional resources on this tool, please view the [Managing Property training slides](#) or the following on-demand videos:

- [Overview \(How to Download a Report of your Agency's Property\)](#)
- [How to Download a Report of your Agency's Available Items](#)
- [How to Download a Report of your Agency's Reimbursements](#)
- [How to Download a Report of your Agency's Returned from Sales Items](#)



1. The **Property Reports** page is accessible via the **Property Reports** link in the **Property Functions** menu on the application toolbar.

A screenshot of the 'Property Reports' page. At the top, there's a 'Filters' section. It includes: 'From Date (Optional)' and 'To Date (Optional)' input fields with calendar icons (labeled A); 'Agency / Bureau' dropdown and 'AAC Code (Optional)' input field (labeled B); 'Status' section with radio buttons for 'Completed Screening (History)' (selected) and 'Active Screening' (labeled D); a 'Select from list' section with checkboxes for various property statuses like 'Internal Transfer', 'Returned after Internal Screening', etc. (labeled D); and an 'Include Foreign Gifts?' section with radio buttons for 'Yes' and 'No' (labeled C). At the bottom, there are 'Check All', 'Uncheck All', 'Apply Filter', 'Clear', and 'Download List' buttons (labeled E).

2. Adjust your filters for your report:
 - A. Select the date parameters: PPMS uses the date the property was reported into PPMS or the "Submitted Date." If no dates are provided, PPMS will default to two years, which is the largest parameter available.
 - B. Select the Agency Bureau and AAC. Agency users will be restricted as follows:

- i. NUOs: Any item in their Agency, Agency Bureau, or AACs that they have NU permissions for.
 - ii. MP users: Any item in the AAC on their profile.
 - iii. RP users: Any items they reported or are listed as the POC/ PC on, as long as they have that AAC on their profile.
 - iv. PC users: Any items that they are listed as the PC on, as long as they have that AAC on their profile still.
- C. Whether or not to include foreign gifts the agency has reported (the default is to exclude).
- D. What item statuses to include (for a complete list of all statuses and their meanings, please see the [appendices](#)):
- i. Active screening records (visible on the manage property page)
 - ii. History records (visible on the search property- history page)
- E. Click “Apply Filter” when finished.

The screenshot shows a web application interface with a table of results. At the top, there are three buttons: "Apply Filter", "Clear", and "Download List". A red box labeled 'A' highlights the "Download List" button. Below the buttons is a search bar with a "Go to page:" dropdown set to "1", navigation arrows, "Page 1 of 1", and a "Show 50" dropdown. A red box labeled 'B' highlights the "Show 50" dropdown. The table below has the following columns: Date reported to PPMS, Agency Bureau, Federal Supply Class, ICN, Item Name, Unit OAC, Quantity, Status, and POC Email. The table contains 9 rows of data, mostly for "Blue Tool Box" items, with one row for "Laptops".

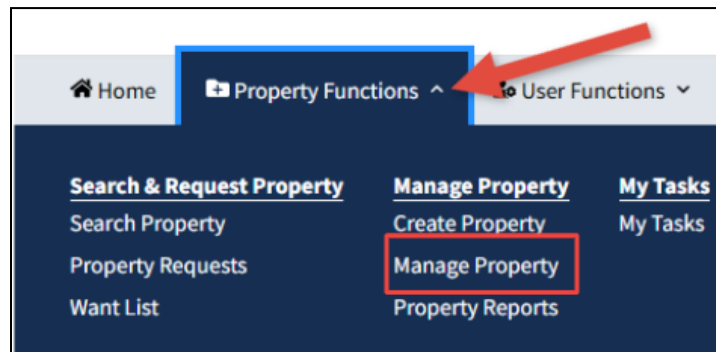
Date reported to PPMS	Agency Bureau	Federal Supply Class	ICN	Item Name	Unit OAC	Quantity	Status	POC Email
12/17/2024	0005	5140	4352-JR02	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR10	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR13	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR19	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR20	Blue Tool Box	\$500.00	100	TRANSFERRED	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR23	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR26	Blue Tool Box	\$500.00	100	TRANSFERRED	@TESTHOUSE.GOV
12/17/2024	0005	5140	4352-JR34	Blue Tool Box	\$500.00	100	WITHDRAWN	@TESTHOUSE.GOV
03/24/2025	0005	7010	5083-DT00-1	Laptops	\$49,999.94	1	CFL TRANSFERRED	@TESTHOUSE.GOV

3. A summary of the results will display on screen.
- A. Click “Download List” to download an .xlsx file of all included fields, including related sales information.
 - B. Use the page navigation tools to navigate to other summary results pages.

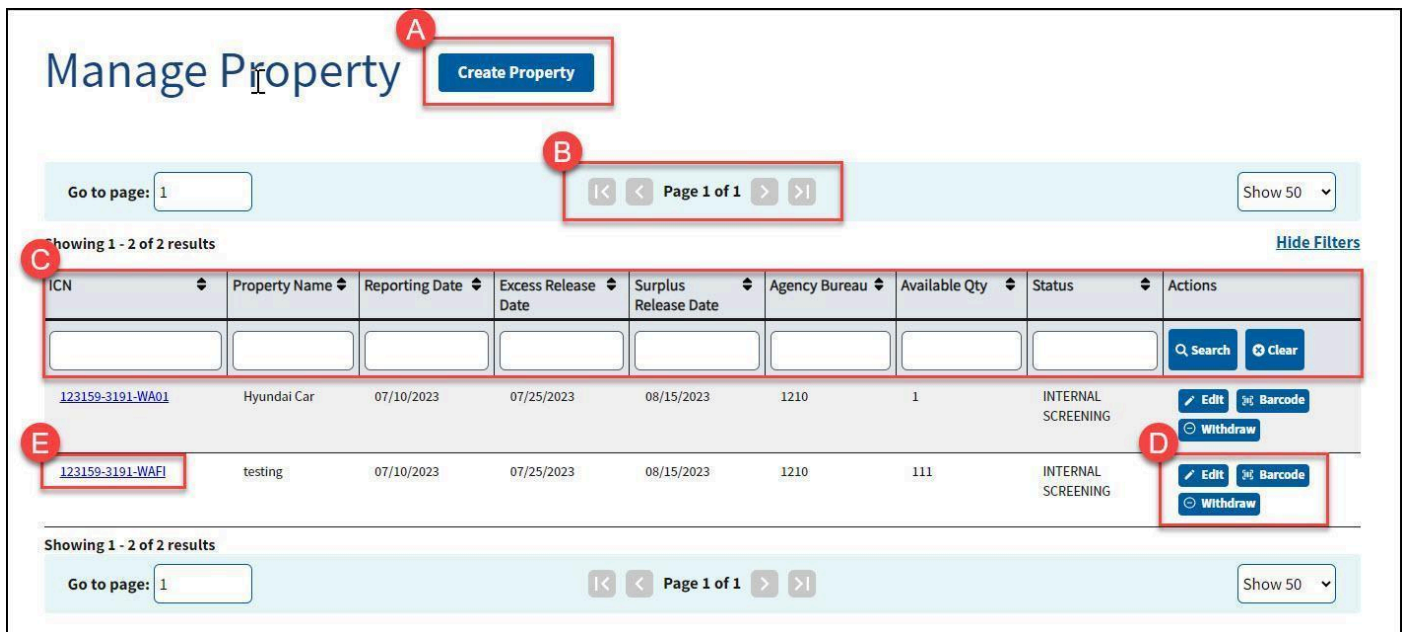
Manage Property

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The manage property page allows you to easily find and take action on property that is **active in the disposal process**. The page is available to customers with Report Property (RP), Property Custodian (PC), or National Utilization Officer (NU) permissions. The actions that you can take on the page depend on your permission level and the status of the property.



1. The **Manage Property** page is accessible via the **Manage Property** link in the **Property Functions** menu on the application toolbar. (Note: in the image above, the user has additional permissions. With Report Property permission only, you will only see “Manage Property” and “Create Property.”)



2. The **Manage Property** page displays both draft reports and submitted reports that are active in the property disposal process in PPMS. You can view active property reports that you either reported yourself or are associated with (e.g., because you’ve been listed as a Point of Contact or Property Custodian) along with any draft reports that you have saved.

- A. Select **Create Property** to report additional property.

To **Find** an **existing property report**, you can use the following search functions:

- B. Enter a specific number to **Go to page** or click **forward or back button(s)** to navigate through the pages.
- C. Click on any of the column headings to sort the pages by that column. Click the up arrow to sort in descending order, or the down button to sort in ascending order.
 - Enter data into any of the filter fields (eg, **ICN, Property Name, Reporting Date, Excess Release Date, Surplus Release Date, Agency Bureau, Status**) then click **Search**.
 - i. **To search by AAC, enter the first 6 digits of the ICN field.**
 - ii. **Property Name and Status can be partial searches.**

To **Manage** an **existing property report**:

- D. Manage property actions include:
 - [Edit](#)
 - Generate a [Barcode](#)
 - [Withdraw](#)

Note: The buttons may not be visible depending on your permissions. Button color designates whether or not that action is available based on the property status, etc. - Blue = available, Gray = unavailable.

View the **Property Data Sheet**:

- E. Click on the **ICN** to open and view the [Property Data Sheet](#) (Note: you can only edit using the “Edit” button in the actions section).

Edit Property

Property in PPMS can be edited up until it has been requested (by a potential recipient in internal screening, CFL screening, or excess screening statuses) or lotted (on the sales side). Property reported directly into sales by GSA Sales cannot be edited. If a property report can be edited, then the edit button will be blue.

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Search Property | Manage Property | My Tasks

Property/Requests | Create Property

Want List

Show All

Go to page: 2 | Page 2 of 27 | Show 50

Showing 51 - 100 of 1343 results | Hide Filters

ICN	Property Name	Reporting Date	Excess Release Date	Surplus Release Date	Agency Bureau	Available Qty	Status	Actions
120120-3123-BP05	testing	05/03/2023	05/18/2023	06/14/2023	1223	1	EXCESS SCREENING	Edit Barcode Withdraw

- To access the **Edit Property** function:
 - Select **Property Functions** then **Manage Property** on the navigation bar.
 - Enter data into one or more of the **Search Property** field(s) then click **Search**.
 - Select the **Edit** button for the property report you want to update. If the button is gray, the item has either been requested, lotted, or reported on the Sales side directly.

Property Report Data Creation

Form Sections

- ✓ Item Control Number
- ✓ Agency Information
- ✓ Reporting Agency Address
- ✓ Point of Contact
- ✓ Property Location
- ✓ Property Custodian
- ✓ Property Type/Reimbursement
- ✓ Federal Supply Class
- ✓ Quantity and Cost
- ✓ Additional Information
- ① Upload Images and Documents

Submit Cancel
Submit/Report Similar

Action History
Generate Barcode

[Collapse All](#)

— Item Control Number

AAC Code	Julian date	Serial Number	Suffix (Optional)
2872AD	3032	SL13	

— Agency Information

Agency Bureau

2803 SSA, OIG

2. The Property Report Data Creation page for the selected item is opened for editing.
 - A. Additional actions are available as part of the Edit function:
 - **Submit/Cancel** - Save the updated record or exit without saving.
 - **Action History** - shows a list of previous actions taken on the property report.
 - **Submit/Report Similar** - allows duplication of the property report with certain fields pre-populated.
 - **Generate Barcode** - creates a printable barcode for future use.
 - B. Click the section name on the **Form Sections** menu to navigate to that section of the form.
3. Update any field(s) needing correction and **Submit** the property report to save the changes.

SRD Change Request

In PPMS, you can request expedited excess screening from your GSA Area Property Officer (APO). GSA requires all property screens for a minimum of three business days; the request SRD change button will not be enabled on your property until it has met that minimum. Please follow your internal agency guidelines for using this feature.

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Search Property | Manage Property | My Tasks

Property Requests | Create Property

Want List

Show All

Go to page: 2 | Page 2 of 27 | Show 50

Showing 51 - 100 of 1343 results | Hide Filters

ICN	Property Name	Reporting Date	Excess Release Date	Surplus Release Date	Agency Bureau	Available Qty	Status	Actions
120120-3123-BP05	testing	05/03/2023	05/18/2023	06/14/2023	1223	1	EXCESS SCREENING	Edit Barcode Withdraw

1. To request SRD change or expedited screening:
 - A. Select **Property Functions** then **Manage Property** on the navigation bar.
 - B. Enter data into one or more of the **Search Property** field(s) then click **Search**.
 - C. Select the **Edit** button for the property report you want to update. If the button is gray, the item has either been requested, lotted, or reported on the Sales side directly.

Form Sections

- Item Control Number
- Agency Information
- Reporting Agency Address
- Point of Contact
- Property Location
- Property Custodian
- Property Type/Reimbursement
- Federal Supply Class
- Quantity and Cost
- Additional Information**
- Upload Images and Documents

Additional Information

Condition:

- ☒ New or Unused
- ☐ Usable
- ☐ Repairable
- ☐ Salvage
- ☐ Scrap

Hazardous:

- ☐ Hazardous Material
- ☐ Hazardous Waste
- ☒ No

Flight Safety Critical Aircraft Part:

- ☒ Blank
- ☐ FSCAP hardened for nuclear warfare
- ☐ Flight Safety Critical Aircraft Part

Demilitarization

Demilitarization not required

Surplus Release Date ⓘ

MM/DD/YYYY

07/11/2023

Request Change

- Click on **Additional Information** in the side navigation bar or scroll to Additional Information section.
- Click on the **Request Change** to select a new Surplus release date.

Request Change X

Surplus Release Date ⓘ

MM/DD/YYYY

07/10/2023

Justification for Surplus Release Date

Save **Cancel**

- Click on the **Date Picker** or manually enter a new excess release date.
- Enter **Justification** for the change request. Please follow your agency's guidelines for acceptable justifications.
- Click **Save** to finish the change request process.

Withdraw Property

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GSA Personal Property Management SystemSM

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Search & Request Property | **Manage Property** | **My Tasks**

Search Property | Manage Property | My Tasks

Property Requests | Create Property

Want List

Show All

Go to page: 1 | Page 1 of 27 | Show 50

Showing 1 - 50 of 1343 results | Hide Filters

ICN	Property Name	Reporting Date	Excess Release Date	Surplus Release Date	Agency Bureau	Available Qty	Status	Actions
120120-3081-JS12	Test Property VG01	03/22/2023	04/06/2023	04/27/2023	1223	200	Available	Search Clear
120120-3081-JS22	RIFLE .50 CALIBE ACCURACY INT AW50	03/22/2023	04/06/2023	05/26/2023	1223	1	EXCESS SCREENING	Edit Barcode Recall Withdraw

1. **Withdraw** removes an item (or a partial quantity of the item) from the disposal process entirely. To access the **Withdraw Property** function:
 - A. Select **Property Functions** then **Manage Property** on the navigation bar.
 - B. Enter data into one or more of the **Search Property** field(s) then click **Search**.
 - C. If an item is available for withdrawal it will be designated by a blue button. Select the **Withdraw** button for the property to update.

Withdrawal Confirmation

Withdrawal Reason (Optional)

Item no longer Available

- Please select a reason for withdrawal -

Item no longer Available

Duplicate Entry

Item Needed by Agency

Reporting description not accurate

Alternate disposal method

Abandonment and Destruction

Other

Withdrawal Quantity

100

2803	100	CFL SCREE
------	-----	-----------

2. A **Withdrawal Confirmation** prompt overlays the Manage Property page for further action:

- A. Select a **Withdrawal Reason** from the dropdown menu:
 - Item no longer available
 - Duplicate Entry
 - Item Needed by Agency
 - Reporting description not accurate
 - Alternate disposal method
 - Abandonment and Destruction
 - Other (if selected, you will be given the opportunity to type in a reason)
- B. Enter the quantity you would like to withdraw (either the entire quantity or a partial quantity)

Withdrawal Confirmation

Withdrawal Reason (Optional)

Item no longer Available

Withdrawal Quantity

100

Save Cancel

- C. Select **Save** to withdraw the item / partial quantity of the item or **Cancel** to leave the record without making a withdrawal.

Note: Please follow all relevant guidelines, including your agency's internal guidelines, for withdrawing property from excess screening in PPMS (e.g., to satisfy an internal agency requirement, to proceed with Abandonment or Destruction, etc).

Withdrawal Confirmation

Withdrawal Reason (Optional)

Other

Withdrawal Quantity

100

Other Reason (Optional)

Save

Cancel

Note: If you select **Other** from the drop-down menu, you will have the option to provide a reason.

Success

ICN: 2872AD-3032-AP02 withdrawn successfully.The ICN will now move to History tab on the Search Property page.

3. Upon submission, the **Manage Property** page will refresh and display a **Success** message.

View Property Data Sheet

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Manage Property

Create Property

Filter by Ownership:
Show All

Go to page: 1Page 1 of 27Show 50

Showing 1 - 50 of 1343 resultsHide Filters

ICN	Property Name	Reporting Date	Excess Release Date	Surplus Release Date	Agency Bureau	Available Qty	Status	Actions
0031EW-3082-4103	UAT test Property FSC 9999	03/22/2023		N/A	0000	1	Lotted	<div>EditBarcodeWithdraw</div>

1. The **Property Data Sheet** displays all the information relating to that specific property report. To access the **Property Data Sheet**, go to the Manage Property page and click the **ICN**.

Property Data Sheet



[VIEW CART \(6\)](#)

A

Quantity
 Select Priority i
Add to Cart

B **C**

Action History
Print

Property Information

Item Name :	Item Control Number :	Agency Bureau :
Intel core i5 Laptop	285A72-3074-0003-C	2804 - Social Security Administration

Item Description :

Intel Core i5-1035G1 Quad-Core Processor (4 Cores, 8 Threads, 6MB Intel Smart Cache, Base Frequency at 1.0 GHz, Up to 3.60 GHz with Intel Turbo Boost Technology). 15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight Narrow Border WVA Touchscreen

Surplus Release Date :	Federal Supply Class :	Federal Asset Sales Center :
04/05/2023	7010 - COMPUTER: DESKTOP SYSTEM , LAPTOP	GSA (All commodities and locations nationwide)

Contract Inventory :
Overseas Inventory :
Make :

Property Requests

TCN	Status	Request Details	Allocation Details	Approval Details	Requisition Details
99-23-867166	Requested	Requested Qty:1 ctlocaltest1delta@gmail.com 03/16/2023	ppdms.apoW.user@gmail.com	testingnewcouser17@gmail.com	

2. The **Property Data Sheet** provides access to additional information for each property report including **Property Information, Property Location, Point of Contact, Property Custodian, Additional Information, Action History** and **Image(s) / Document(s)**. Additionally, limited actions can be performed:
- A. If the property is available in internal or excess screening, the item can be checked out directly from the data sheet by entering a **quantity**, **selecting a priority** (if appropriate), and selecting **Add to Cart**.
 - B. Select **Action History** to review prior actions taken on the property.
 - C. Click on **Print** to print a copy of the Property Data Sheet.

- At the bottom of the data sheet, additional sections will appear depending on the user permission and property's status and if there are pending requests on the item:

Property Requests					
TCN	Status	Request Details	Allocation Details	Approval Details	Requisition Details
99-23-867166	Requested	Requested Qty:1 ctlocaltest1delta@gmail.com 03/16/2023	ppdms.apoW.user@gmail.com	testingnewcouser17@gmail.com	
99-23-024744	Requested	Requested Qty:1 ctlocaltest1delta@gmail.com 03/16/2023	ppdms.apoW.user@gmail.com	testingnewcouser17@gmail.com	

- If the item is in internal or excess screening and has been requested, the **Property Requests** section will display. This section has information on transfers and donations, including the:
 - Transfer Control Number
 - Allocation status (if it is completely transferred or still in progress)
 - GSA APO(s) are responsible for allocating (or if the request is for an item in internal screening, the POC is responsible for allocating)
 - Approving Official for each request

Sale Details									
Region	Sale Lot Number	Contract Number	Sale Start Date	Sale Status	GSA POC	Award Amount	SCO Details	Contract Status	
W	5-1-QSC-V-23-003-002	GS05F23FBE0027	04/11/2023	Post Sale Management	Georgia Serpoi (555) 777-7778 ppdms.ncz.sco@gmail.com	\$2,025.00	Georgia Serpoi (555) 777-7778 ppdms.ncz.sco@gmail.com	Preliminary Default-P	

- If the item is in GSA Sales (Status on Manage Property page = Available, Lotted, Sold), the **Sales Detail** section will display. This section has information on where the item is in the Sales process, including the:
 - Region
 - Sale Lot Number
 - Contract Number
 - Sale Start Date
 - Sale Status
 - GSA POC for all Sales-related questions
 - Award Amount
 - SCO Details
 - Contract Status

Appendix A: Additional Required Fields by FSC

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When reporting property, certain Federal Supply Class (FSC) selections will require additional information.

FSC	Additional Required Information
FSC: 1005 (up to 30mm), 1010 (over 30mm to 75mm) [Firearms]	<ul style="list-style-type: none"> • Weapon Make/ Model/ Caliber (available as a single field dropdown selection) • Serial Number (must be unique)
FSC: 1510 [Aircraft, Fixed Wing] and 1520 [Aircraft, Rotary Wing]	<ul style="list-style-type: none"> • Make • Model • Serial Number (must be unique) • Additional questions on operational status, condition, and record availability of aircraft
FSG: 19 [Vessels] if the Vessel Length is greater than 50 ft.	<ul style="list-style-type: none"> • Make • Model • Hull ID Number • Vessel Name • Length • Beam • Draft • Type of Engine(s) • Engine Hours • Additional questions on operational status, condition, and record availability of vessel
FSC: 2310 [Passenger Motor Vehicles] and 2320 [Trucks]	<ul style="list-style-type: none"> • Transmission Type • Agency Class / Tag (Optional except Agency 70) • Number of Cylinders • Fuel Type • Model Year • Body Style • Vehicle Identification Number (must be unique) • Open Recall • Make • Model • Estimate Mileage • Color

FSC	Additional Required Information
<p>FSC: 2330, 2331 [Trailers]</p> <p>Note: additional fields in 2330 will only display for FEMA (2331 for agency 70)</p>	<ul style="list-style-type: none"> ● Body Style (additional required fields depend on selection) <ul style="list-style-type: none"> ○ If Travel Trailer is selected: <ul style="list-style-type: none"> ■ Awning Type ○ If Manufactured Housing/ Park Model is selected: <ul style="list-style-type: none"> ■ Number of bedrooms ■ Number of bathrooms ■ Wind zone ■ Number of axles ● Make ● Model ● Model Year ● Vehicle Identification Number (must be unique) ● Length ● Barcode
<p>FSG: 70 [Electronic Equipment]</p>	<ul style="list-style-type: none"> ● Whether or not you want the item to screen in Computers for Learning (CFL) ● Additional optional fields include make, model, hard drive status

Appendix B: Demilitarization Options

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DEMIL Code	Definition (from DLA)	DEMIL Dropdown (in PPMS)
A	Items subject to the Export Administration Regulations (EAR) in parts 773-74 of Title 15, Code of Federal Regulations (CFR) (CCLI or EAR99) and determined by the DoD to present a low risk when released out of DoD control. No DEMIL, MUT or end use certificate is required. May require an export license from DOC.	A: No DEMIL, MUT or end use certificate is required. May require an export license from DOC. Items subject to EAR.
B	USML Items - Mutilation (MUT) to the point of scrap required worldwide.	B: Mutilation (MUT) to the point of scrap required worldwide. USML Items.
C	USML or CCL Military Items- DEMIL required. Remove or demilitarize installed key points(s) items as DEMIL code "D".	C: Remove or demilitarize installed key points(s) items. USML or CCL Military Items- DEMIL required.
D	USML or CCL Military Items- DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.	D: Destroy item and parts to prevent repair to usable condition. USML or CCL Military Items- DEMIL required.
E	DOD DEMIL Program Office reserves this code for its exclusive - use only. DEMIL instructions must be furnished by the DoD DEMIL Program Office.	E: DEMIL instructions must be furnished by the DoD DEMIL Program Office- DEMIL required.
F	USML or CCL Military Items- DEMIL required. Item managers, equipment specialists, or product specialist must furnish special DEMIL instructions.	F: Item managers or specialists must furnish instructions. USML or CCL Military Items- DEMIL required.
G	USML or CCL Military Items- DEMIL required-ammunition and explosives (AE). This code applies to both unclassified and classified AE items.	G: Ammunition and explosives (AE). USML or CCL Military Items- DEMIL required.
P	USML Items- DEMIL required. Security Classified Items.	P: Security Classified Items. USML Items- DEMIL required.
Q	Commerce Control List Item (CCLI) - MUT to the point of scrap required outside the United States. Inside the United States, MUT is required when the DEMIL Integrity Code (IC) is "3" and MUT is not required when the DEMIL IC is "6".	Q: Commerce Control List Item (CCLI) - MUT to the point of scrap outside the US. Inside the US, MUT is based on Integrity Code.

Appendix C: Property Types

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Property Type	Definition
No Special Requirements	Often called “excess”, this is the most common property type (FMR §102-36.35). Excess property is offered for no cost transfer to eligible recipients. If sold, the excess sales proceeds are returned to the Treasury.
Surplus Sales Proceeds Retention	A type of “excess” property that is offered for no cost transfer to eligible recipients. If sold, the agency is reimbursed funds to offset its equal to its costs of care and handling directly related to the sale of personal property (FMR §102-38.295 (b)). Reimbursed funds not directly related to the sale of property must be remitted to the Treasury. Considering the financial recordkeeping required this property type is not used often.
Property Was Purchased With Working Capital or Revolving Funds	FMR 102-36.285(a)(3) states "It is current executive branch policy that working capital fund property shall be transferred without reimbursement." However, WCF and revolving fund excess personal property is also generally reimbursable when sold. As such, an Agency Location Code and appropriation number may be entered (optional) if the reporting agency wants surplus sales proceeds when reporting this type of property.
Exchange Sale (Replacement Authority)	Exchange/sale means to exchange or sell non-excess, non-surplus personal property and apply the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property (per Federal Management Regulation part 102.39).
Special legislative authority	The property was acquired with appropriated funds, but reimbursement is required or authorized by law. Unless the agency has special legislative authority making working capital funds or revolving funds reimbursable; FMR 102-36.285(a) (3) states "It is current executive branch policy that working capital fund property shall be transferred without reimbursement".
Property was purchased with non-appropriated funds	This is any activity or entity that is not funded by money appropriated from the general fund of the U.S. Treasury, such as, post exchanges, ship stores, military officers' clubs, veterans' canteens, and similar activities. Such property is not Federal property.
Property is reported by a wholly owned or mixed-ownership Government corporation	Congress usually defines a government corporation as wholly-owned (where the government holds all the equity), mixed-ownership (where the government holds some of the equity), or private (where the government holds none of the equity but the corporation is backed to some degree by the Treasury). For a listing of activities, see 31 U.S.C. Chapter 91, Section 9101 (definitions), of the Government Corporation Control Act. Some well known Government corporations are the Federal Deposit Insurance Corporation (FDIC); National Railroad Passenger Corporation (Amtrak); Tennessee Valley Authority (TVA), and the U.S. Postal Service (USPS).

Appendix D: Internal Screening Times by Agency

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The agencies below use PPMS to internally screen property within their agency prior to excess screening (called “internal screening”). The screening times below apply to “regular” property (property type: no special requirements) and are set by the agency, not GSA. Exchange/ sale items will have a shortened screening time in internal screening (3 business days). For more information on internal screening features, please see the internal screening user guide.

Agency	Internal Screening Days (Calendar Days)
USDA	15 days
DOE	12 days, 5 of which are local (visible only to that bureau’s users)
DHS	15 days, 7 of which are local (visible only to that bureau’s users)
DOI	15 days
VA	10 days

Note: The last day of internal screening will be listed on your property as the **excess release date (ERD)**. After this day, the property will either be returned to your agency or continue into PPMS excess screening.

Appendix E: ICN Manage Property Statuses

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Each property report will have an Item Control Number (ICN) and ICN status to tell you where the property is in the property disposal process. The following statuses are **actively** in the disposal process and can be found on the **Manage Property** page.

ICN Status	Description
Draft	Draft property reports. Auto-deleted in 30 days if not submitted.
Internal Screening	Property is screening within an agency via PPMS internal screening module.
Excess Screening	Property is simultaneously screening to Federal agencies, State Agencies, and other eligible recipients at the excess or surplus stages.
Available	Property is in GSA Sales awaiting lotting. It is not live on GSA Auctions.
Lotted	Property may be on GSA Auctions; see Sales widget on the property data sheet for additional information on the sales status.
Awarded	Property was awarded to a bidder on GSA Auctions.
Sold	Property is post-auction, but hasn't been removed yet.

Appendix F: ICN History Property Statuses

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Each property report will have an Item Control Number (ICN) and ICN status to tell you where the property is in the property disposal process. The following statuses have completed the disposal process and can be found on the **Search Property History Records** page.

Status	Description
Internal Transfer	Property was internally transferred within the agency.
Returned after Internal Screening	Property was dropped after internal screening.
Transferred	Property was transferred between Federal agencies.*
Donated	Property was donated to a public airport or State Agency.
CFL Transferred	Property was transferred in the GSA-hosted CFL module.
Withdrawn	Property was withdrawn (removed) from excess screening.
CFL Withdrawn	Property was withdrawn (removed) from CFL screening.
Returned	Property was returned to the agency after excess screening.
Withdrawn from Sales	Property was withdrawn (removed) from GSA Sales.
Returned from Sales	Property was returned from GSA Sales (see FAQs for reasons).
Removed	Property was removed by the successful bidder.

*Note: certain Non-Federal recipients receive SF-122s and are included in this status.