

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

January 28, 2009

GSA BULLETIN FMR B-23
UTILIZATION AND DISPOSAL

TO: Heads of Federal agencies

SUBJECT: Federal Asset Sales (eFAS) Reporting Tool

1. What is the purpose of this bulletin? This bulletin provides guidance to all agencies selling federal personal and real property under the provisions of the eFAS program.
2. When does the bulletin expire? This bulletin remains in effect until cancelled.
3. What is the background? The eFAS program features selected agencies facilitating the sale of federal personal and real property. Agencies selling personal property are called Sales Centers (see FMR section 102-38.40). Agencies hosting sales websites for real property are called portal sponsors (see GSA Bulletin FMR 2008-B2). Collectively, these agencies are termed eFAS Sales Agencies.

Currently, eFAS Sales Agencies must manually report all sales they conduct to the eFAS Planning Office. When an eFAS Sales Agency sells property on behalf of another agency, the sales are reported as part of the eFAS Sales Agency performance measures. Agencies not designated as a personal property Sales Center but permitted to sell personal property under an eFAS Planning Office waiver may be required to report their performance measures, depending on the terms of their waiver.

The eFAS Planning Office has completed development of a reporting tool designed to assist eFAS Sales Agencies in reporting their personal property and real property sales.

4. What must I do as a result of this bulletin? Each executive agency designated as an eFAS Sales Agency selling property through the eFAS portal will be required to report their quarterly sales data within 45 days after the end of the quarter. Starting in the second quarter of FY 2009, eFAS Sales Agencies will report their quarterly data using the eFAS reporting tool. The reporting tool will standardize the reporting method in order to measure the efficiency and effectiveness of each agency's sales processes. eFAS Sales Agencies' property managers and other authorized users will receive training from the eFAS Planning Office on how to use the eFAS reporting tool. Performance measures from sales conducted during the second quarter of FY 2009 must be provided by eFAS Sales Agencies to the eFAS Planning Office via this reporting tool.

Agencies selling personal property under a waiver where the waiver requires the agency to report their performance measures must also report using this tool beginning with the second quarter of FY 2009.

5. Whom should I contact for further information? Further information regarding this Bulletin may be obtained by sending an e-mail message to:
EFASPlanningOffice@GSA.gov.

/s/

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