



U.S. General Services Administration

Federal Acquisition Service

FY 17 Annual Inventory & GSAXcess® Firearms Functions

Agenda

FY 17 Firearms Annual Inventory

- Law Enforcement Agency Requirements
- State Agency for Surplus Property Requirements

LEA Webinar Schedule

Contacts

GSAXcess® Live Demonstration

FY17 Firearms Annual Inventory Requirements

Law Enforcement Agency (LEA)

- Two Step Process
 - (1) GSAXcess® Inventory Submission
 - (2) Signed Certification by Senior LEA Official

State Agency for Surplus Property (SASP)

- Visual Verification of Active Firearms

LEA Inventory Requirements

Two Step Process

- (1) GSAXcess® Inventory Submission
 - User IDs to be issued at end of September
 - **October 1, 2016:** Inventory begins in GSAXcess®
 - **November 30, 2016:** Inventory is due in GSAXcess®
- (2) Signed Certification by Senior LEA Official
 - **Due 10 days** after inventory submission in GSAXcess® to SASP
 - SASP will compile all certifications and send to GSA by December 30, 2016

Certification Statement

Firearms Inventory Certification Statement

I, _____, certify that the firearms inventory results for
name of chief or senior official

_____ submitted in GSAXcess on _____
name of law enforcement agency date

for FY 17 (or appropriate year), are, to the best of my knowledge and belief, true, accurate, and complete.

This certification is made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures.

SASP Inventory Requirements

Visual Verification of Active Firearms

- Three Options
 - (1) Onsite visit
 - (2) Submission of date stamped photos
 - (3) Virtual visit
- Number of Active Firearms to be Verified
 - 100 or fewer firearms in state: All must be verified
 - Greater than 100: 20% of inventory or 100 firearms whichever is greater must be verified
- Completion Date: **March 31, 2017**

LEA Webinar Schedule (Eastern Time)

Thursday, September 22 from 2:00 PM - 3:00 PM

Wednesday, September 28 from 10:00 AM - 11:00 AM

Thursday, September 29 from 2:00 PM - 3:00 PM

Thursday, October 6 from 10:00 - 11:00 AM

Wednesday, October 12 from 2:00 PM - 3:00 PM

GSAXcess® Firearms Contacts

Firearms Program Manager

- Debbie Rojas Cook
 - Phone: (303) 236-7707
 - Email: debbie.rojascook@gsa.gov or surplusfirearms@gsa.gov

GSAXcess® Coordinator

- Nancy Moses
 - Phone: (571) 289-0452
 - Email: nancy.moses@gsa.gov or gsaxcess@gsa.gov (system issues)

GSAXcess® Help Desk

GSAXcess®

GSA

U.S. General Services Administration

User Guides

FAQ

Program Links

Contact Links

GSAXcess® HelpDes

Home

Close

GSAXcess® Help Desk

Welcome to the GSAXcess® Help Desk page!

Hours of Operation:

8:00 a.m. - 7:00 p.m. Eastern Time

Contact Us:

By Phone (Toll free) 1-866-FEDSGSA (1-866-333-7472)

By Email gsaxcesshelp@gsa.gov

Let us help you meet your GSAXcess® needs:

- Provide Point of Contact Information to acquire an Access Code
- Provide New User Assistance
- Reset Passwords
- Provide Troubleshooting (accessing the website)
- Answer general and specific questions about GSAXcess®

**For GSAXcess®
technical issues,
contact the
GSAXcess® helpdesk.**

GSAXcess®

Live Demonstration