Federal Acquisition Service

The Computers For Learning Program

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Property Disposal Specialist
General Services Administration

January 30, 2014
# Federal Acquisition Service

## AAMS

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<tr>
<th><strong>Agency Screening</strong></th>
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<th><strong>Donation Notification 5 Days</strong></th>
<th><strong>Sales</strong></th>
</tr>
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<tbody>
<tr>
<td>Internal Agencies/Bureaus Of your Department</td>
<td>Federal Agencies Cost Reimbursable Contractors Grantees Public Airports State Agencies for Surplus Property Nonprofit Educational &amp; Public Health Activities Service Educational Activities</td>
<td></td>
<td>Donation Removal</td>
</tr>
</tbody>
</table>

**Surplus**

**Excess**

**Screening**
The Computers For Learning Program

- The Computers For Learning (CFL) Program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The CFL website enables schools and educational nonprofit organizations to obtain excess computer equipment from federal agencies.

- Federal agencies can report their excess computers and related peripheral equipment to GSA through the GSAXcess® website. Eligible recipients can view and request the available federal excess property at the CFL website.
Executive Order 12999: Educational Technology: Ensuring Opportunity for All Children in the Next Century

In order to ensure that American children have the skills they need to succeed in the information-intensive 21st century, the Federal Government is committed to working with the private sector to promote four major developments in American education: making modern computer technology an integral part of every classroom; providing teachers with the professional development they need to use new technologies effectively; connecting classrooms to the National Information Infrastructure; and encouraging the creation of excellent educational software. This Executive order streamlines the transfer of excess and surplus Federal computer equipment to our Nation's classrooms and encourages Federal employees to volunteer their time and expertise to assist teachers and to connect classrooms.
Welcome to the CFL Website

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the Computers For Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century. The order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and educational nonprofit organizations. The CFL website allows eligible recipients to view and select the computer equipment that federal agencies have reported as excess (via GSAAXcess®).

**PROCESSING CHANGE FOR FEDERAL ELECTRONICS:** We are implementing the guidance in GSA FMR Bulletin, B-24, Disposal of Federal Electronic Assets. All customers are advised that, effective Monday, 19 March 2012, the following notice applies to federal electronics assets reported and/or acquired through Computers For Learning:

The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws. The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at http://www.federelectronicschallenge.net/resources/links.htm#five.

Pursuant to this guidance, effective Monday, 19 March 2012, federal electronic assets, as defined by these regulations, in condition codes S and X should not be reported to GSA and will not be transferred by GSA. It will be up to the holding agency to dispose of these assets in accordance with FMR Bulletin, B-34, Disposal of Federal Electronic Assets.

Direct transfers are authorized by law through 15 USC 3710(), commonly known as the Stevenson-Wydler Technology Innovation Act of 1980.

The CFL program’s ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

**Note:** Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program, however, the recipient is responsible for the shipping and handling costs, as well as refurbishing costs.

**Schools - Handy Helper**  
**School Instructions**

**Property Managers:**  
CFL Instructions for Property Managers and CFL Allocation
Computers For Learning Program

The Computers For Learning (CFL) Program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The CFL website enables schools and educational nonprofit organizations to obtain excess computer equipment from federal agencies.

Federal agencies can report their excess computers and related peripheral equipment to GSA through the GSAXcess® website. Eligible recipients can view and request the available federal excess property at the CFL website.

In order to register, recipients must serve some portion of the pre-kindergarten through grade-12 population and operate primarily for the purpose of education. Schools must provide a valid National Center for Educational Statistics (NCES) number. Educational nonprofits must provide a 501(c) tax identification number.

Once registered, eligible recipients can view and request available excess computers and related peripheral equipment. The federal agency that reported the property can then allocate the property to the school or educational nonprofit organization of its choice. After allocation, the receiving school or nonprofit can pick up the property within a certain time period. The school or educational nonprofit organization is responsible for the shipping and handling costs.

To learn more about the background for this program, see Executive Order 12999.
Federal Acquisition Service

GSAXcess® homepage: http://gsaxcess.gov

GSA Publications
- GSA Publications
- GSA Personal Property Newsletter

What's New
- What's New

How To
- Dispose of Federal Excess Property
- Acquire Federal Excess Property
- Acquire Federal Surplus Property
- Personal Property Federal Management Regulations

Further Assistance
- Property Contacts
- How to Obtain A GSAXcess® User ID

Overview
GSAXcess.gov 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 Computers for Learning program or post your CFL transfers done outside our system. This site is not intended for the general public.

Live Virtual Screening of Excess Property - Thursday, January 30, 2014
View Live Virtual Screening information

On-Site Special Screening - February 5-6, 2014 - VA Medical Center, Pittsburgh, PA
View On-Site Special Screening information

Processing Change for Federal Electronics
The Computers For Learning Program

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- Once registered, eligible recipients can view and request available excess computers and related peripheral equipment. The federal agency that reported the property can then allocate the property to the school or educational nonprofit organization of its choice. After allocation, the receiving school or nonprofit can pick up the property within a certain time period. The school or educational nonprofit organization is responsible for the shipping and handling costs.
15 USC 3710(i) Research equipment

…the head of any Federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership shall transfer under this section.
How CFL is different from normal screening

- Property reported by federal agencies normally goes through 21 days* of federal and state screening. However, when computers are reported, the first 7 days of the screening are reserved for selection by schools and educational nonprofits. This essentially gives schools and nonprofits the first crack at obtaining the excess property.

- *Screening period exceptions: Computers and Furniture have a standard 14 days of screening.
Federal Supply Group 70

- Computers and related peripheral equipment falls under Federal Supply Group (FSG) 70. The specific FSG is required when an agency reports the property in GSAXcess®. The FSG is how the system knows to put the property through CFL screening. CFL screening is optional, however it is the default for anything reported under FSG 70.
EO 12999 definitions

- "Schools" means individual public or private education institutions encompassing prekindergarten through twelfth grade, as well as public school districts.

- "Community-based educational organizations" means nonprofit entities that are engaged in collaborative projects with schools or that have education as their primary focus. Such organizations shall qualify as educational non-profit institutions or organizations for purposes of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.

- "Educationally useful Federal equipment" means computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in prekindergarten, elementary, middle, or secondary school education. It shall also include computer software, where the transfer of licenses is permitted.
CFL Eligibility

- All Computers for Learning (CFL) participants must be located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands.
Public, Private Schools and Day Care Centers

A school is eligible to receive donations through the Computers for Learning program if it is public, private, or parochial, serving pre-kindergarten through grade 12 students. Day care centers must provide a state-approved preschool curriculum.
Educational Non-Profits

- An educational nonprofit is eligible if it is classified as tax-exempt under section 501(c) of the United States tax code and serves pre-kindergarten through grade 12 students. In addition, education nonprofit organization must meet ALL of the following criteria to participate in the CFL program:

  - Be tax exempt under section 501(C) of the U.S. tax code
  - Serve some portion of the pre-kindergarten through grade 12 population
  - Operate primarily for the purpose of education.
Educational Non-Profits

- By completing the registration form, the organization is confirming that their educational nonprofit organization meets ALL of the eligibility requirements.

- Any federal agency that selects the educational nonprofit organization for donation will also ask to provide proof of eligibility. (Agencies determine what this should be, so documentation may vary.)
# CFL School Registration Page

### Registration Screen for Schools and Educational Nonprofit

Fields marked with an asterisk (*) are required.

#### Type of Educational Organization
- Schools (Pre-K to 12th grade)  
- Educational Non-profit

Enter NCES OR 501C #

#### Information about the Person Getting the Access Code

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<th>Example</th>
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<tr>
<td>Title or Position</td>
<td>Teacher</td>
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<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Confirm Email Address</td>
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#### School or Educational Nonprofit Organization Information

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#### Approving Official Information

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<td>Email Address</td>
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</tr>
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<td>Confirm Email Address</td>
<td></td>
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</tbody>
</table>

### Ratio

What is the ratio of computers to the number of students in your School?  

<table>
<thead>
<tr>
<th>Computers</th>
<th>TO</th>
<th>Students</th>
</tr>
</thead>
</table>

### Other Questions

- Has your school or educational nonprofit received computer equipment in the past 12 months?  
  - Yes  
  - No

- Is your school or educational nonprofit an Empowerment Zone/Enterprise Community?  
  - Yes  
  - No

- How many students in your school are registered for State/Federal lunch assistance?  
  - Yes  
  - No
NCES School data window

Annapolis Elementary

Information
- Institution Name: Annapolis Elementary
- Institution Type: Public School
- Mailing Address: 180 Green St, Annapolis, MD 21401
- Phone: (410) 222-1600
- District: Anne Arundel County
- County: Anne Arundel
- NCES District ID: 2400000
- NCES School ID: 2400000

Characteristics
- Old Locale: Urban Fringe of a Large City
- New Locale: Suburb: Large
- Type: Regular school
- Charter: no
- Total Teachers (FTT): 18.0
- Total Students: 209
- Student/Teacher Ratio: 11.6

Enrollment by Race/Ethnicity
- American Indian/Alaskan Native: 0
- Asian/Pacific Islander: 6
- Hispanic: 26
- Black, non-Hispanic: 98
- White, non-Hispanic: 79

Enrollment by Grade
- Grade Levels: PK - 05
  - PK: 13
  - KG: 34
  - 1st Grade: 36
  - 2nd Grade: 31

Graphical representation of enrollment by grade.
Educational Non-Profit Certification Questions

This is a nonprofit educational institution or organization exempt from taxation under section 501 of the Internal Revenue code of 1986 (26USC 501) and the organization has a Federal tax ID number from the IRS.

☐ I Certify  ☐ I Do Not Certify

This organization is established strictly for educational purposes. (A response of “I certify” indicates that your organization is an approved, accredited, or licensed public or non-profit institution, facility, entity or organization conducting an educational program or research for educational purposes, such as a child care center, school, or school for the mentally or physically disabled). (You may be required to provide the agency proof of purpose).

☐ I Certify  ☐ I Do Not Certify

This organization supports students within the range of Pre-K through 12th grade.

☐ I Certify  ☐ I Do Not Certify

I certify that the above responses provided are true and correct. These certifications are made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures.

☐ I Certify  ☐ I Do Not Certify

(a) Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully -
(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;
(2) makes any materially false, fictitious, or fraudulent statement or representation; or
(3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry;
shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism (as defined in section 2331), imprisoned not more than 8 years, or both.
### CFL Selection Screen – What Schools See

**U.S. General Services Administration**

**Computers For Learning**

<table>
<thead>
<tr>
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<th>City</th>
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<th>Model</th>
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<th>Closing Date</th>
<th>Requested Quantity</th>
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Property Data Sheet

Item Control Number: 1284170768RRL1
Item Name: COMPUTER LAPTOP DELL C840 UNKNOWN
Screening Ends: April 05, 2011

FSC/National Stock Number: 7010
Quantity Available: 3 EACH
Condition: Salvage
Demilitarization: No

Hardware Type: LAPTOP
Equipment Type: WINDOWS
Maker: DELL
Model: C840
Processor: UNKNOWN

Quantity Requested: 15
Total Acq Cost: $1350.00

Agency Bureau: Agricultural Research Service
Reporting Agency: 700 N 1100 E
POC: BENJAMIN RILEY
POC Phone: 435-797-3070 Ext:
POC Fax: 435-797-3075
POC Email: BEN.RILEY@ARS.USDA.GOV
Property Location: 700 N 1100 E

LOGAN, UT-84322.6300

Property Custodian: BENJAMIN RILEY
Custodian Fax: 435-797-3075
Custodian Email: BEN.RILEY@ARS.USDA.GOV

Item Description: DELL LATITUDE LAPTOPS (QTY 3) MODEL # C840 SERIAL # 2738531, F2F8531, 4738531 PURCHASE DATE: 2008 APPROXIMATELY PURCHASE PRICE: $450.00 APPROXIMATELY CONDITION: SALVAGE

Go Green... Reuse is Recycling!

Reusing this item instead of buying new is like saving the carbon equivalent of...

209.55 gallons of gasoline used

Select a Measure: Gallons of Gasoline Used

Carbon Equivalency Explanations
### Order Number: 90-1-077138

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<td>9</td>
<td>Change Qty</td>
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**User Info:** DENISE HICKS, Assistant Principal, **Phone #:** 703-605-2877, **Ext:** 267, **Email:** DENISE.HICKS@GSAGOV

**School Info:** AZURE HILLS ADVENTIST ELEMENTARY, **Address:** 22577 CITY CENTER CT, GRAND TERRACE, CA, 91730

**Approving Official Info:** ROMAN MARCIAK, Principal, **Phone #:** 703-605-2905, **Email:** ROMAN.MARCIAK@GSAGOV

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**Privacy and Security**

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
Notice to Property Manager to Allocate to School/Nonprofit (TCN:90-7-000316)

Dear Property Manager:

Potential recipients have requested the below listed property you reported in the Computers for Learning (CFL) system. After you log into the system, please review the school(s) and/or educational nonprofit(s) that have requested the equipment, determine which recipient is most eligible if there are competing requests, and allocate the item. The system will then send an electronic transfer form (SF-122) to the allocated recipient. The approving official of the accepting school or educational nonprofit must sign and return the signed SF-122 to you by fax or email. Once this is done, you may complete the transfer.

The school or educational nonprofit will be instructed to return the signed copy of SF-122 within 7 days from the allocation date. However, it is up to you to determine the actual amount of time allowed for the recipient to pick-up the property. If the allocated school/educational nonprofit does not meet the allotted time frames, you may withdraw the offer.

<table>
<thead>
<tr>
<th>Item Control Number</th>
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<tr>
<td>473082-7190-2220</td>
<td>COMPUTER LAPTOP DELL MIME INTEL PENTIUM 4</td>
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Property Managers - View/Allocate Requested Items

GSAXcess® Main Menu

Report Property Menu
- Create Report
- Modify Report
- Review Report
- Delete Report (AAMS/EADS Only)
- Upload Pictures

Search & Select Menu
- Search and Select
- Inquire Requests
- Change Requests
- Delete Requests
- Want List Items
- Approve Transfer Orders

CFL Functions Menu
- View/Allocate Requested Items
- Confirm Allocations
- Transfer
- Change Allocation/Transfer
- School Search
- Resend School Transfer Order
- Post Transaction Module
- CFL Equipment Inquiry/Recall

AAMS Menu
- Search and Freeze
- Review and Transfer Multiple Items
- Transfer Single Item By Control No
- Delete Freezes
- Want List Items
- Inquiry/Recall

User Maintenance Menu
- APO/NUO
- Help Desk
- Send Group Email
- Update Your Information
- Change Your Password

CFL Reports
- Transfers to Schools & Non-Profit
- Transfers by Agency to Schools & Non-Profit
## View/Allocate Requested Items

### CFL View/Allocate Requested Items

Activity Address Code: 703160

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<th>Request Date/Time</th>
<th>Line Items</th>
<th>Ratio Computers/Students</th>
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</tbody>
</table>
## View/Allocate Requested Items by School Name

### CFL Requester Information - Allocation/Confirmation

- **Main Menu** | **Allocate** | **Submit**
- **Click 'Allocate' to Continue**

**Transfer Control Number:** 90 - 7 - 0029 - 59

### Screener Information
- **School/Educational Nonprofit Name:** ESSEX VALLEY SCHOOL
- **NCES or 501C Number:** 22-2040136
- **First Name:** JOHN
- **Middle Initial:** H
- **Last Name:** FLAMMER
- **Phone Number:** 973-244-7890
- **Extension:** 20
- **Title:** Supervisor
- **Email Address:** JOHNFLAMMER11@HOTMAIL.COM

### Approval Official Information
- **First Name:** J
- **Middle Initial:** H
- **Last Name:** FLAMMER
- **Fax Number:** 973-244-7894
- **Room:**
- **Title:** Supervisor
- **Email Address:** JOHNFLAMMER11@ESSEXVALLEY.SCHOOL.ORG

### Allocation Information
- **Ratio of Computers to Students?**
- **Has this school/educational nonprofit received computer equipment in the past 12 months?** No
- **Empowerment Zone/Enterprise Community?** Yes
- **Number of students registered for lunch assistance?** 0

### Shipping Information
- **School/Educational Nonprofit Name:** ESSEX VALLEY SCHOOL
- **Address:** 1 HENDERSON DR.
- **City:** WEST CALDWELL NJ
- **State:** 07006
- **Zip Code:** 0000
- **County:** ESSEX
Property Data Sheet

Item Control Number: 80910310900004
Item Name: COMPUTER, MICRO

Screening Ends: May 18, 2011

FSC/National Stock Number: 7621

Quantity Available: 1 EACH
Quantity Requested: 

Unit Acq Cost: $320.00
Total Acq Cost: $320.00

Agency Bureau: Dryden Flight Research Center

PSC/PCG:
- PSC: 861-276-2560 Ext:
- PCG Phone: 661-276-3029
- PCG Fax: 
- PCG Email: JEAN.MANNING@NASA.GOV

Property Location: NASA/DRYDEN FLT RESEARCH CTR
P.O. BOX 273, MS 0-4876
EDWARDS, CA-93523-0273

Property Custodian: Renato Pastor
Custodian Phone: 661-276-3874 Ext:
Custodian Fax: 000-000-0009
Custodian Email: DFRC.DL-LOGISTICS-DISPOSAL@MAIL.NASA.GOV

Condition: Usable
Make/Mfg: HEWLETT-PACKARD CO

Hazardous: No
Part Number: 98661K

Demilitarization: No
Date Manufactured: January 01, 1988

Additional Pictures -- Click to Enlarge

Go Green... Reduce is Recycling!

42.65 gallons of gasoline used
Select an Equivalency: [Select Equivalency]
Gallons of Gasoline Used [Enter Value]

Carbon Equivalency Explanations
<table>
<thead>
<tr>
<th>Equivalency</th>
<th>Equivalency Shows</th>
<th>Equivalency is based on: Pounds of carbon generated by --</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Flight Miles</td>
<td>Number of miles</td>
<td>Producing and &quot;burning&quot; the jet fuel needed to power an aircraft one mile on a long trip.</td>
</tr>
<tr>
<td>Short-hop Flight Miles</td>
<td>Number of miles</td>
<td>Producing and &quot;burning&quot; the jet fuel needed to power an aircraft one mile on a short trip.</td>
</tr>
<tr>
<td>BOS-DC round trips</td>
<td>Number of round trips</td>
<td>Producing and &quot;burning&quot; the jet fuel needed to power an aircraft from the Boston Airport to an airport in Washington, D.C. and back.</td>
</tr>
<tr>
<td>SFO-LAX round trips</td>
<td>Number of round trips</td>
<td>Producing and &quot;burning&quot; the jet fuel needed to power an aircraft from the San Francisco Airport to the airport in Los Angeles and back.</td>
</tr>
<tr>
<td>NYC-PAR round trips</td>
<td>Number of round trips</td>
<td>Producing and &quot;burning&quot; the jet fuel needed to power an aircraft from New York City to the Paris Airport and back.</td>
</tr>
<tr>
<td>Miles Driven</td>
<td>Number of miles</td>
<td>Producing and &quot;burning&quot; the gasoline needed to drive a car for one mile.</td>
</tr>
<tr>
<td>Years of Driving a Car</td>
<td>Number of years</td>
<td>Producing and &quot;burning&quot; gasoline needed to drive one car in one year.</td>
</tr>
<tr>
<td>Gallons of Gasoline Used</td>
<td>Number of gallons</td>
<td>Producing and &quot;burning&quot; one gallon of gasoline.</td>
</tr>
<tr>
<td>Days Energy for an Average Household</td>
<td>Number of days</td>
<td>Producing and consuming the energy required by an average household in one day.</td>
</tr>
<tr>
<td>Years Avg Household Energy</td>
<td>Number of years</td>
<td>Producing and consuming the energy required by an average household in one year.</td>
</tr>
<tr>
<td>Washing Machine Loads</td>
<td>Number of loads</td>
<td>Producing and consuming the electrical energy needed to power a washing machine for one load.</td>
</tr>
<tr>
<td>Dishwasher Loads</td>
<td>Number of loads</td>
<td>Producing and consuming the energy required to power a dishwasher for one load.</td>
</tr>
<tr>
<td>Days of Refrigerator Use</td>
<td>Number of days</td>
<td>Producing and consuming the energy required to power a refrigerator for one day.</td>
</tr>
<tr>
<td>Hours Laptop Use</td>
<td>Number of hours</td>
<td>Producing and consuming the energy required to power a laptop computer for one hour.</td>
</tr>
<tr>
<td>Hours Desktop Computer Use</td>
<td>Number of hours</td>
<td>Producing and consuming the energy required to power a desktop computer for one hour.</td>
</tr>
<tr>
<td>Hours of cell phone use</td>
<td>Number of hours</td>
<td>Producing and consuming the battery energy needed to fuel cell phone use for one hour.</td>
</tr>
<tr>
<td>Hours TV (27&quot;)</td>
<td>Number of hours</td>
<td>Producing and consuming the energy needed to power the TV for one hour.</td>
</tr>
</tbody>
</table>
Confirm Allocated Items

CFL View and Allocate Competing Requests For An Item

<table>
<thead>
<tr>
<th>Item Control Number</th>
<th>Available Quantity</th>
<th>Total Allocated Quantity for this Page</th>
<th>Total Allocated Quantity for the item</th>
</tr>
</thead>
<tbody>
<tr>
<td>703160-7235-0018</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

Allocate

Allocation Successful! Return to the CFL Multiple Line Allocation screen to complete any other allocations.

<table>
<thead>
<tr>
<th>Transfer Control Number</th>
<th>School Name</th>
<th>School Location State</th>
<th>Status</th>
<th>Status Date</th>
<th>Requested Quantity</th>
<th>Allocated Quantity</th>
<th>Error/Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>907002639</td>
<td>VICTORY INNOVATIVE CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>907002959</td>
<td>ESSEX VALLEY SCHOOL</td>
<td>NJ</td>
<td>Allocated successfully</td>
<td>02/28/2009</td>
<td>6</td>
<td>6</td>
<td>Allocated successfully</td>
</tr>
<tr>
<td>907003048</td>
<td>PROJECT HOPE, INC</td>
<td>AL</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>907003536</td>
<td>A STEP ABOVE PREPATORY DAYCARE</td>
<td>TN</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>908003675</td>
<td>NORTH CAMBRIDGE CATHOLIC HIGH SCHOOL</td>
<td>MA</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>908004060</td>
<td>ASHER'S CHURCH, INC</td>
<td>FL</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>908002225</td>
<td>BELTSVILLE TABERNACLE</td>
<td>MD</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>908023730</td>
<td>HIGH SCHOOL OF COMMERCE</td>
<td>MA</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
<tr>
<td>909027060</td>
<td>SCIENCE TECHNOLOGY EDUCATION PARTNERSHIP FOUNDATIO</td>
<td>MA</td>
<td>Request Denied</td>
<td>02/28/2009</td>
<td>0</td>
<td>0</td>
<td>Request Denied</td>
</tr>
</tbody>
</table>

Allocate
## Transfer Requested Items

### CFL Requester Information - Transfer

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Control Number</td>
<td>90 - 7 - 0029 - 59</td>
</tr>
</tbody>
</table>

### Screener Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Educational Nonprofit Name</td>
<td>ESSEX VALLEY SCHOOL</td>
</tr>
<tr>
<td>First Name</td>
<td>JOHN</td>
</tr>
<tr>
<td>Middle Initial: H</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>FLAMMER</td>
</tr>
<tr>
<td>Phone Number</td>
<td>973-244-7890</td>
</tr>
<tr>
<td>Extension: 20</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:JOHNFLAMMERII@HOTMAIL.COM">JOHNFLAMMERII@HOTMAIL.COM</a></td>
</tr>
</tbody>
</table>

### Approval Official Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>J</td>
</tr>
<tr>
<td>Middle Initial: H</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>FLAMMER</td>
</tr>
<tr>
<td>Fax Number</td>
<td>973-244-7894</td>
</tr>
<tr>
<td>Room Number</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:JOHNFLAMMERII@ESSEXVALLEYSCHOOL.ORG">JOHNFLAMMERII@ESSEXVALLEYSCHOOL.ORG</a></td>
</tr>
</tbody>
</table>

### Allocation Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratio of Computers to Students?</td>
<td>20 Computers for 65 Student(s)</td>
</tr>
<tr>
<td>Has this school/educational nonprofit received computer equipment in the past 12 months?</td>
<td>No</td>
</tr>
<tr>
<td>Empowerment Zone/Enterprise Community?</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of students registered for lunch assistance?</td>
<td>0</td>
</tr>
</tbody>
</table>

### Shipping Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Educational Nonprofit Name</td>
<td>ESSEX VALLEY SCHOOL</td>
</tr>
<tr>
<td>Ship to Address</td>
<td>1 HENDerson Dr.</td>
</tr>
<tr>
<td></td>
<td>WEST CALDWELL, NJ 07006 0000</td>
</tr>
<tr>
<td>County</td>
<td>ESSEX</td>
</tr>
</tbody>
</table>
Dear School/Educational Nonprofit:

Attached is a computer generated Transfer Form for excess Computer Equipment.

To complete the transfer, sign and date the request and return it by fax or if you can scan it into your computer and attach it to an email send it to the Property Manager listed on this Transfer Form.

If you wish to make changes to the transfer form, you may only change the quantity on the line of the data you wish to change directly on this form. "0" would indicate that you do not want the equipment.

The items you requested may be denied and reallocated to another requesting activity unless we receive your signed copy on or before 03/07/2009.

You will receive a copy of the signed transfer form from the Property Manager when you make arrangements for pick up or shipment of this equipment.

Reminder: Your organization is responsible for all costs associated with the transfer of this equipment to your organization.

We look forward to working with you and ensuring that you receive this equipment in a timely manner.

Sincerely: FEPP Property Manager.
Transfer Completion

SF-122 for Transfer Order (Number: 90 7 0029 59) Page: 1

To: Generating Agency:  Ordering School/Nonprofit:
DHS CITIZENSHIP & IMMIGRATION SVCS  ESSEX VALLEY SCHOOL
ADMINISTRATION  1 HENDERSON DR.
20 MASSACHUSETTS AVENUE NW  WASHINGTON DC 20529
WEST CALDWELL  NJ-07006

Property Mgr: BAILEY JENNIFER  Screener: FLAMMER JOHN H
Phone: 802-660-1788  Phone: 973-244-7890 Extn: 20
Fax: 000-000-0000  Appr Official: FLAMMER JOHN H
Reporting Activity:  (Fax) 973-244-7894

-----------  Ship To:
USCIS  -----
20 MASSACHUSETTS AVE., NW  ESSEX VALLEY SCHOOL
ROOM 210  1 HENDERSON DR.

------------

Custodian: BAILEY JENNIFER  Shipping Instructions:
802-660-1788  (Fax)
Location of Property:

--------------
CIS - EASTERN REGIONAL COUNSEL
70 KIMBALL AVENUE  S. BURLINGTON VT 05403
ROOM 103

Prop Mgr's Email: JENNIFER.BAILEY@DHS.GOV
Custodian Email: JENNIFER.BAILEY@DHS.GOV
Screener Email: JOHNFLAMMERII@HOTMAIL.COM
Appr Official Email: JOHNFLAMMERII@ESSEXVALLEYSCHOOL.ORG

I acknowledge receipt of the listed items below transferred to my school/nonprofit by USCIS in accordance with Executive Order 12999.

I do not wish for my school/nonprofit to receive the items listed below.
## School Search Criteria

### CFL School Search

<table>
<thead>
<tr>
<th>User Id</th>
<th>School Name</th>
<th>State</th>
<th>Zip Code</th>
<th>City</th>
<th>Computers/Students Ratio</th>
<th>EZEC</th>
<th>CFL Recipient</th>
<th>Lunch Assistance</th>
<th>Org. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLJ994</td>
<td>AGAPE CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>22314</td>
<td>ALEXANDRIA</td>
<td>4 / 1</td>
<td>N</td>
<td>Yes</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CLD125</td>
<td>CENTRAL CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23701</td>
<td>PORTSMOUTH</td>
<td>10 / 100</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CLH141</td>
<td>CONERSTONE CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>22192</td>
<td>WOODBRIDGE</td>
<td>1 / 5</td>
<td>N</td>
<td>Yes</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CL126W</td>
<td>GREAT BRIDGE CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23322</td>
<td>CHESAPEAKE</td>
<td>0 / 145</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CLN75X</td>
<td>OCEAN VIEW CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23603</td>
<td>NORFOLK</td>
<td>1 / 10</td>
<td>N</td>
<td>No</td>
<td>5655</td>
<td>N</td>
</tr>
<tr>
<td>CLS874</td>
<td>PARKWAY CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>24016</td>
<td>ROANOKE</td>
<td>8 / 191</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CL33U7</td>
<td>STAR BETHLEHEM CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>22172</td>
<td>TRIANGLE</td>
<td>10 / 53</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>CLK463</td>
<td>SUMMIT CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23693</td>
<td>NEWPORT NEWS</td>
<td>20 / 221</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>S</td>
</tr>
<tr>
<td>CL2P39</td>
<td>SUMMIT CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23601</td>
<td>NEWPORT NEWS</td>
<td>20 / 250</td>
<td>N</td>
<td>No</td>
<td>0</td>
<td>S</td>
</tr>
<tr>
<td>CL273X</td>
<td>VICTORY INNOVATIVE CHRISTIAN ACADEMY</td>
<td>VA</td>
<td>23452</td>
<td>VIRGINIA BEACH</td>
<td>1 / 40</td>
<td>Y</td>
<td>No</td>
<td>40</td>
<td>N</td>
</tr>
</tbody>
</table>
Post Transaction Module

- The PTM is a way to enter your CFL Transfer information after you have already transferred property to a school. This is an alternative method to the standard CFL reporting process. The PTM captures the CFL Agency transaction and automatically sends the required Non-Federal Recipients report at the Fiscal year-end to the Office of Governmentwide Policy for your Agency.
PTM input screen

CFL Post Transaction Module - Transfers

Please Enter Data and Select 'SUBMIT'

Fields marked with an asterisk (*) are required.

Transfer Control Number: * 9138019335
Agency Bureau: * 7055 Immigration & Customs En
Type of Educational Organization: * Private Schools
NCES ID: 
School Name: 
School Address: 
School City: 
School State: 
School ZipCode: 
Telephone Number: * 
Federal Supply Class: * --Select FSC Code--
Item Name: *

Disposal Condition: * Please Select
Quantity: *
Original Unit Acquisition Cost: *
Total Acquisition Cost: *

More Items Submit
Federal Acquisition Service

CFL Agency Reports

CFL Transfers to Schools & Non-Profits
Non-Federal Recipients Report

Fields marked with an asterisk (*) are required.

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Required Report</th>
<th>Default or Selected AAC</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>2008</td>
<td>CFL Transfer to Schools &amp; Non-Profits</td>
<td>133109</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT TYPE</th>
<th>CURRENT MONTH</th>
<th>FISCAL YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Pieces</td>
<td>Total Acquisition Cost</td>
</tr>
<tr>
<td>CPUs</td>
<td>7</td>
<td>10,473</td>
</tr>
<tr>
<td>Keyboards</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Laptops</td>
<td>1</td>
<td>2,598</td>
</tr>
<tr>
<td>Monitors</td>
<td>22</td>
<td>9,900</td>
</tr>
<tr>
<td>Mouses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Accessories</td>
<td>11</td>
<td>12,359</td>
</tr>
<tr>
<td>Other Computers</td>
<td>22</td>
<td>26,521</td>
</tr>
<tr>
<td>Printers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Scanners</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Servers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>63</strong></td>
<td><strong>61,851</strong></td>
</tr>
</tbody>
</table>

Note: By default, the last Month and Year for which data is available are selected in the drop-down boxes on the first screen. Select the Month & Year for which reports are required. Selected Month & Year will continue to display in the drop-down boxes, till another combination of Year & Month is selected. The FISCAL YEAR-TO-DATE figures are values for the Fiscal Year up to and including the Reporting Month.

Printing Tip: Print with Landscape Orientation!
Reuse is recycling!

- Transferring computers to schools and educational nonprofits keeps the equipment out of landfills and puts property which was purchased with taxpayer money to good use.
The Computers For Learning Program

Computers for Learning Program

Enhanced Educational Opportunities
THANK YOU!

Questions???
Christopher Willett
christopher.willett@gsa.gov
703-605-2873
CFL Helpdesk: 866-333-7472 (option 2)

http://www.gsa.gov/property
http://www.computersforlearning.gov
http://www.gsaxcess.gov
http://www.gsa.gov/apo