User Guide SM-02: Annual Real Property Inventory Inspection, Update and Certification

I. Overview

To meet federal reporting requirements, each station is required to annually validate the contents of their Real Property Inventory (RPI). This entails visually confirming the existence of each RPI asset on the ground and ensuring that it is accurately listed in the inventory.

The Financial and Business Management System (FBMS) is the database of record for the RPI. Only regional office (RO) and headquarters (HQ) personnel have the roles necessary in FBMS to edit RPI records. The Service Asset Maintenance and Management System (SAMMS) is synched with FBMS; SAMMS is the only database that contains information on asset components or sub-assets.

Near the end of each fiscal year, the RO will make available to each station a list of the station's inventory, including the attributes of each asset to be verified. Station personnel review the inventory, note any corrections needed, and return to the RO the corrected list for any needed updates. The station manager or project leader must also sign an "Annual RPI Update Certification" form (see Attachment 1), attesting to the accuracy of the inventory. This signed statement must accompany a copy of the corrected inventory.

II. Process

A. RO facility personnel download each station's RPI and email it, with an "Annual RPI Update Certification" form, to the station manager or project leader.

B. Station personnel review the spreadsheet, and visually verify that all assets listed are in existence on the ground and described correctly. (The RO may request special attention to specific attributes, depending on direction from the Department.)

   1. **Corrections or changes to an asset or its attributes**. Make corrections or changes to the spreadsheet, and highlight them, so that the RO will know what needs to be changed in the inventory.

   2. **Deletions from the inventory**. If you discover that an asset no longer exists on the ground but still appears on the RPI, fill out and submit a disposal form ("Certificate of Unserviceable Property" – Attachment 2) to begin the process that will remove the asset from your inventory.

   3. **Additions.** If you discover an asset with a replacement value of $5,000 or more that does not appear on your station's RPI, complete a "New Asset Form" and submit it to your regional facilities office. *Any new assets in use should appear on your inventory in OPERATIONAL status, and **not** as "NOT READY" or as an "Asset Under Construction" (AUC).*

   4. **Note:** Addition and deletion of assets will affect the settlement of costs to the station's annual O&M work order(s) in FBMS. Station managers should consult with their regional Asset Management Coordinator (AMC) to ensure that the distribution of costs across all assets in the annual O&M work order(s) will still equal 100%.

C. The station manager or project leader signs the "Annual RPI Update Certification" form and emails a scanned copy, along with a scanned copy of the station's corrected inventory, to the regional facilities operations office.

Attachment 1

Region ___

Annual RPI Update Certification

Fiscal Year 2016

As Project Leader/Field Station Manager, I certify that an on-site existence survey has been conducted at my field station(s) and I have verified the existence and accuracy of all items listed on my station's Real Property Inventory (RPI).

A list of my RPI records is attached.

Complex/Field Station Name: _____

Organization Code: _____

Date of Completion: _____

Project Leader/
Field Station Manager (print) _____

Project Leader/
Field Station Manager (signature) _____

When complete, please scan and email this form along with your corrected inventory to your Regional Facility Office.

FWS CERTIFICATE OF UNSERVICEABLE REAL PROPERTY (DISPOSAL OF FIXED ASSET)

This form may only be used to dispose of an asset that is unserviceable through fair wear and tear with no apparent irregularities. **Not be used** if the asset's condition may be the result of employee damage, misuse or neglect, or when asset may be involved in claims against the federal government.

Originating Station	Org Code:		**Accountable Office**	Org Code:	
Station Name:			Office Name:		
Station Address:			Office Address:		
Telephone #:			Telephone #:		

Section A: Asset Information **List only one asset per form. Include a photo of asset when submitting this form.**

Name of asset, as listed in FBMS:			
DOI Asset Code:	Select an item from the drop down menu:		
FBMS Business Entity:		Construction Year:	
FBMS Building Number:			
SAMMS Location Number:			

Why is the disposal of this asset necessary? You are required to provide an explanation in the block below.

Statement of Circumstances:

Unserviceability of this item is the result of (check one): ☐ Age/Fair Wear and Tear ☐ Natural Disaster ☐ Other (specify)

Section B: Recommendation by Station's Accountable Officer

Recommended Disposition (Check one): ☐ Transfer ☐ Sale ☐ Salvage ☒ Scrap/Destruction ☐ Abandon ☐ Other (Specify below)

Certification by Accountable Officer: To the best of my knowledge, the above statement of circumstances is correct and the recommended disposition is in the best interest of the Government.

Name and Title of Station's Accountable Officer	Signature of Station's Accountable Officer	Date

Section C: Review and Approval/Disapproval, Assistant Regional Director **(per 372 FW 7.6, for delegation refer to 030 FW 2)**

The Approving Authority is advised to consult with appropriate regional personnel: the Cultural/Historical Preservation Officer, and/or NEPA, water rights, or contaminants specialist(s) *before* signing.

Name and Title of Regional Office Reviewing and Approving Authority	Signature of Regional Office Reviewing and Approving Authority	Approved ☒ / Disapproved ☐	Date

Section D: Certification of Disposal, to be completed by Station Manager, Project Leader, or Deputy Project Leader

I certify by my signature that the real property asset listed above has been disposed of as follows:

Describe the disposal that occurred by making a selection from the drop down menu.

Name and Title of Official responsible for disposal	Signature of Responsible Official	Date of Disposal

Section E: Adjustment of the Property Record Station manager: Once you have certified that disposal has taken place, send a copy of this form to the Regional Facilities Office for adjustment to the Real Property Inventory.

Regional Facilities Personnel:

(1) Attach this form to the asset's FBMS Building Record
(2) Notify FWS Headquarters Facilities Branch that you have done so by sending an email to RP_disposal_requests@fws.gov
(3) Send a copy of the form to your Regional Finance Officer.