

User Guide SM-05: Disposal Process for Real Property Assets

Overview:

The purpose of the “Certificate of Unserviceable Property” form (Attachment 1) is to establish accountability, documenting the end of life cycle management of a real property asset. The form is used to close out real property and financial records. It provides auditable evidence of responsibility in the management of the government's real property investments. Completion of the form is the first step in having an asset removed from your station’s real property inventory.

Decision-making regarding most asset disposals should be documented before the disposal occurs. The attached form should be initiated when the asset is identified as appropriate for disposal (such as when a project is scheduled to replace the asset, or the asset is identified as excess to mission needs). Even when an asset has been destroyed before approval for disposal has been solicited (such as during a natural disaster), this form should still be used to document the circumstances and notify regional management.

The “Certificate of Unserviceable Property” form replaces, for the U.S. Fish and Wildlife Service, the previously used form DI-103A. Initiation of the form still begins at the field level, and the station should send the form for concurrence to higher authority. Afterwards, the form is returned to the station for signature verification, which occurs once the approved disposal has taken place. The station then sends the form to their regional facilities office (RFO), where adjustment to the real property inventory begins and the RFO notifies the Finance Office of the disposal.

Completing the “Certificate of Unserviceable Property”:

Section A identifies the asset and solicits the Statement of Circumstances.

Section B is the recommendation for disposition by the station's Accountable Officer, and contains the first required signature.

Section C, the second signature block, is the review and approval of disposal by the ARD, per 372 FW 7.6, or whomever the region has identified in writing as the delegated authority. (Refer to 030 FW 2.)

Section D contains the third signature, the station manager, certifying that the disposal has occurred.

Section E details the adjustment of the property record, which is documented in FBMS, once the form is sent to the Regional Facilities Office. The regional office attaches the “Certificate of Unserviceable Property” form to the asset's building record in FBMS, and then notifies the HQ Facilities Branch. HQ changes the status of the record in FMBS. The Regional Facilities Office also sends a copy of the form to their regional Finance Office, for inclusion in the asset's financial records.

If you have any questions regarding real property asset disposal, contact your regional Facility Management Coordinator (FMC), Asset Management Coordinator (AMC), or regional facilities supervisor.

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:					
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
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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.

Approved / Disapproved

Name and Title of Regional Office Reviewing and Approving Authority	Signature of Regional Office Reviewing and Approving Authority	Date
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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:

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