

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

1. Station personnel identify an asset for disposal (sale, transfer, replacement or demolition).
2. Station personnel fill out the DI-103a ("Certificate of Unserviceable Property"), sign as "Cognizant Employee", and prepare the Statement of Circumstances (explaining why disposal is sought). (Refer to Attachment 1.)
3. The Refuge Manager signs the DI-103a as the "Custodial Officer."
4. The Project Leader signs the DI-103a as the "Accountable Officer."
5. The Complex forwards the DI-103a and Statement of Circumstances to the Facilities Management Coordinator (FMC) at the Regional Office.
6. The FMC fills in the "Property Staff Recommendation" block and signs the DI-103a.
7. The FMC forwards the DI-103a to the ARD of Refuges for review and signature.
8. The ARD signs the DI-103a as the "Reviewing Authority" and returns the form to the FMC.
9. The FMC keeps a copy of the signed DI-103a and returns the form to the Complex.
10. The refuge disposes of the asset.
11. Station personnel complete Part D of the DI-103a, "Certificate of Destruction." The "Official Responsible for Destruction" (or disposal) and a witness both sign.
12. The Complex returns the DI-103a to the FMC.
13. The AMC or FMC updates the Real Property Inventory (RPI) fields Mark for Delete, Delete Reason, Disposition Method, Disposition Date, Net Proceeds, and Recipient Info, and then attaches a scanned copy of the completed DI-013a to the asset record in FBMS. The AMC or FMC then sends an email to the headquarters facilities branch, requesting the asset be removed from the inventory.
14. The AMC contacts the station regarding adjusting settlement percentages to the station's annual O&M work order(s). (Once an asset has been disposed of, the asset number must be removed from O&M work orders, and the settlement percentages to other assets must be adjusted so that the sum of all of them is 100%. An asset that is no longer active cannot accept charges in FBMS. Settlement of charges to O&M work orders will fail – no costs will be spread to any asset – if the work order's settlement rules contain an asset that is not active or the percentages do not total 100.) Any work orders for the asset in SAMMS must be closed.
15. The AMC or FMC forwards the DI-103a to Finance.
16. The audit trail is complete!

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

UNITED STATES DEPARTMENT OF THE INTERIOR  <b>CERTIFICATE OF UNSERVICEABLE PROPERTY</b>  May only be used when property is unserviceable through fair wear and tear; there are no apparent property irregularities; no need to determine employee financial liability; no possible claims against the Government; firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included.	Page _____ of _____  Certificate No. _____  Date _____
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<b>A. Originating Office and Telephone No. (include area code)</b>	<b>Accountable Office and Location</b>
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Identified Item(s) are:  Unserviceable  Obsolete  Other (specify)

**STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED**

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE

**B. Recommended disposition (check one):**  Repair / Reutilization  Sale / Trade-in  Salvage  Scrap / Destruction  Abandon  Other (specify):

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government.

Signature of Cognizant Employee:	Date:	Signature of Custodial Officer:	Date:
Property Staff Recommendations:	Signature:	Date:	Signature of Accountable Officer:

**C. Reviewing Authority:**  Approved  Disapproved  
 Comments Attached

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. Certificate of destruction:** I certify that the Item(s) No.(s) \_\_\_\_\_ listed above has been destroyed.

Official Responsible for Destruction:	Title:	Signature:	Date:
Witness Name:	Title:	Signature:	Date:

E. Adjustment to property records (Property Official Signature):	Date Completed:	Financial Official (If Required):	Date Completed:
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## CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

DI-103A  
(Rev 6/88)

UNITED STATES  
DEPARTMENT OF THE INTERIOR

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**CERTIFICATE OF UNSERVICEABLE PROPERTY**

Certificate No

May only be used when property is unserviceable through fair wear and tear, there are no apparent property irregularities, no need to determine employee financial liability, no possible claims against the Government, firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included

Date  
**08/2/2012**

A. Originating Office and Telephone No (include area code,

**Sacramento NWRC  
(530) 934-2801**

Accountable Office and Location

**Sacramento NWRC  
81620**

Identified Item(s) are:

Unserviceable  Obsolete  Other (specify)

STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED

ITEM NO	QUANTITY OR PROPERTY ID NO	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE
<b>1</b>	<b>10000306</b>	<b>Oil/Paint Storage Building (1314001000182520000005) constructed in 1957. Building fails environmental audits &amp; contains asbestos and lead-based paint.</b>	<b>unknown</b>	<b>S</b>	

B. Recommended disposition (check one)  Repair / Reutilization  Sale / Trade-in  Salvage  Scrap / Destruction  Abandon  Other (specify)

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government

Signature of Cognizant Employee: *[Signature]* Date: **8/2/2012** Signature of Custodial Officer: *[Signature]* Date: **8/2/12**

Property Staff Recommendation: **WARRANT STATEMENT OF CIRCUMSTANCES** Signature: *[Signature]* Date: **27 Aug 2012** Signature of Accountable Officer: *[Signature]* Date: **8/2/12**

C. Reviewing Authority  Approved  Disapproved  
 Comments Attached  
Signature: *[Signature]* Date: **8/29/12**  
**Margaret T. Kolar**

D. Certificate of destruction I certify that the Item(s) No.(s) **1** listed above **ARD, Refuges, Region 8**

Official Responsible for Destruction: *[Signature]* Date: **10/30/2012**  
Witness Name: **Steven R. Emmons** Signature: *[Signature]* Date: **10/30/2012**  
**Wildlife Refuge Manager**

E. Adjustment to property records (Property Official Signature): \_\_\_\_\_ Date Completed: \_\_\_\_\_ Financial Official (if Required): \_\_\_\_\_ Date Completed: \_\_\_\_\_