**Procedures for Screening Real Property Assets within DOE**

June 2021

In order to change the “Excess Indicator” from **No** to **Yes** in FIMS the real property asset must be screened throughout DOE. If there is no interest from any of the Programs you will be given authorization to change the Excess Indicator to **Yes**.

When you change the Excess Indicator to **Yes**, you will need to populate the Excess Date, Excess Reference Number, Estimated Disposition Year and Anticipated Disposition Method. The Estimated Disposition Year is the fiscal year the final disposition of the real property asset will be completed. The Excess Date and Excess Reference Number have to be obtained from OAM utilizing the *Request Screening for Disposition of Real Property* form. After the Excess Date is entered into FIMS, the field is then protected from further update. Additionally, please populate the Disposal Information data elements on the Status screen as soon as possible.

Real property assets that were recorded in FIMS as excess in 2006 and prior (Excess Indicator equal to Yes and Excess Date prior to 1/1/2007) do not need to be screened. Just leave the Excess Indicator as **Yes**.

For real property assets that you want to declare as excess in FY 2007 and beyond, the assets must be screened DOE wide before you change the Excess Indicator from **No** to **Yes** in FIMS.

The procedures are as follows:

1. The real property asset should be screened by the Site and Program to ensure there is no future mission need. **This action must be reviewed and approved by your Certified Realty Specialist (CRS).**
2. Once the Site and Program determine the asset is excess to their needs, fill out the *Request Screening for Disposition of Real Property* form. The CRS needs to approve the form.
3. Email the *Request Screening for Disposition of Real Property* form to RP\_ExcessScreening@hq.doe.gov.
4. The OAM Point of Contact (POC) is currently: Monja Vadnais.

Email: [monja.vadnais@hq.doe.gov](mailto:monja.vadnais@hq.doe.gov)

Phone 202.586.6199.

1. The OAM POC will send the screening request for disposition to the screening distribution list and normally give them 14 days to respond if they have interest in the asset. If you need a faster turnaround than 14 days, contact the OAM POC immediately.
2. If no interest is expressed you will be sent an email that states your asset has been screened by DOE, no interest was expressed, and you are authorized to change the Excess Indicator to **Yes**. The email also provides the required Excess Date and Excess Reference Number.
3. No interest is defined as follows: Either no emails are received or those that received state a Site or Program has no interest in the asset (i.e. no response…no interest).

If an asset was previously screened and approved but has now been determined to be required and is no longer considered Excess, please contact the OAM POC prior to returning the Excess Indicator to No. The previous screening will need to be recorded as voided in the system as well as potential coordination with GSA.

**PROCESS FOR DISPOSITION OF REAL ESTATE**

M&O CONTRACTOR (**M&O**): Initiate *Request Screening for Disposition of Real Property* (RFD) form for facility(s) excess to site mission or operations

**M&O**: Enter Excess Date into FIMS

**M&O**: Prepare Appropriate Attachment in annual TYSP in accordance with Program guidance. Ensure Excess Date and Excess Status shown in TYSP consistent with FIMS.

**SO** and **M&O**:

Re-evaluate Excess Elimination Plan (Reduction Plan).

**SITE OFFICE (SO)**

– Consistent with mission needs, programmatic requirements (concurrence) and institutional plan.

– Research appropriation language, source of funding, properly scored, and appropriateness of funding.

– Compliance with contract.

– Compliance with Federal regulations.

– Accurate funding classification, appropriateness and limitations.

**\*NOTE:**

The **SO** needs to review any disposition project request that involves a line-item appropriation or new construction as a part of the project.

NO

Site Office (**SO**): Reviews and concurs on list of Sites facilities to be reduced.

**SO**: Obtain **Programmatic Offices concurrence**. Send comments and/or concurrences to HQ.

YES

**HQ Program**: Coordinates review and approval of TYSP with appropriate Program Offices. **Program approval of TYSP indicates approval of proposed Excess Elimination Plan.**

NO

1

YES

**CRS** and **SO** coordinate to resolve issues. **1**. Revise and resubmit package; or **2**. Issues resolved.

Certified Realty Specialist **(CRS)**: Reviews next fiscal year projects in TYSP in compliance with Federal property regulations. Finding: (1) No commercial value, or (2) estimated cost of continued care exceeds estimated sales proceeds. (41 CFR 102-75.1000

NO

2

2

YES

**CRS Program**: Forwards *Request Screening for Disposition of Real Property* form electronically to OAM (RP-ExcessScreening@hq.doe.gov). OAM will screen the asset throughout the Department. If no interest expressed by any DOE program or site, OAM will notify the SO and authorize the SO to update the Status screen in FIMS. CRS then screens through GSA and HUD (Title V), utilizing the SF-118” Report of excess Real Property” and the SF-118 attachments including the” Excess Real Property Check list”.

**OAM**: Informs CRS when notified by HUD that disposition property has been published in the Federal Register

(CRS): Memorandum to SO showing no interest generated during screening. Once RFD Final Contingencies released, facility(s) can be released for disposition.

**SO**: In accordance with TYSP, Site Prioritization Project List submitted for project execution and planning funds for the next fiscal year.

**Legend:**

Flowchart
 Decision line

Flowchart
 Action line

Flowchart
 Info. Copy

**SO/M&O:** Property Disposition

**M&O**: Complete FIMS update by Archiving property record(s).

**U.S. Department of Energy (DOE)**

***Request Screening for Disposition of Real Property***

Real property that has been declared excess to the site is submitted to Headquarters (HQ) Office of Asset Management (OAM) for Departmental screening. OAM screens the request with other DOE HQ Programs and notifies the requesting office of any interest in the real property. The screening and response are done electronically and is scheduled to be completed within two (2) weeks of OAM’s receipt of this request. **This action must be reviewed and approved by your Certified Realty Specialist.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Request: | 00/00/0000 | | |
| Requestor (DOE Office) : | e.g. Chicago, Oak Ridge, NNSA, etc. | | |
| Property Custodian: | Laboratory/Site responsible for property | | |
| Property Address: |  | | |
| Property Type: | Trailer, Building, or OSF | | |
| FIMS Property ID Number: | Insert ID # from FIMS | | |
| Certified Realty Specialist Signature | |  |  | |
| Type Name of Approving Certified Realty Specialist | |  | Date | |

**Site Determination: (*This paragraph needs to be revised accordingly)***

Argonne National Laboratory in consultation with the DOE, Argonne Site Office, has declared Building 123 excess to the Site. The subject facility has/has not completed its useful life and is no longer needed for the mission of the Laboratory.

**Property description:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Facility construction: | Describe type of facility construction (e.g. concrete block, wood framed, metal etc.) | | | | | | |
|  |  | | | | | | |
| Size (GSF): |  |  | Age of facility: |  |  | No. of floors: |  | |
|  |  | | | | | | |
| Current or Most recent use: | Storage, residential, office, etc. | | | | | | | |
|  |  | | | | | | |
| DOE Program owner : | Office of Science, NNSA, EM, etc. | | | | | | |
|  |  | | | | | | |
| General Condition: | Environmental Issues, Contamination etc., (Attachment of FIMS Rpt 001 is optional) | | | | | | |

**Departmental Interest:**

|  |  |  |
| --- | --- | --- |
| YES |  |  |
| NO |  |  |

**Screening Completed:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| HQ – OAM (MA-50) |  | Date |