

DOE Real Property De-Excess Request

Purpose

Sometimes sites have screened assets as excess and received approval for disposal but later find that mission changes would make that asset useful again. In these situations, sites can request that MA-65 approve an excessed asset for de-excess so it can remain operational and available for these new mission requirements. Use this form to request MA-65 de-excess a real property asset.

Instructions

1. Complete all fields in the Asset Information section below
2. Have a Certified Realty Specialist (CRS) sign the form (hard signature or electronic signature is OK)
3. Submit the signed form to the DOE excess screening mailbox: RP-ExcessScreening@hq.doe.gov

Asset Information

Requestor Name:
Requestor Email:
Requestor Organization:
Asset's FIMS Real Property Unique ID:
Asset's FIMS Property Name:
Asset's FIMS Property ID:
 Briefly explain the need to de-excess:
 Name of Approving CRS:
 CRS Signature:

What Happens from Here

- MA-65 will review all de-excess requests at the beginning of each month
- If all the info above is complete, MA-65 will approve the request and send you an email confirming the approval – typically by the 3rd of the month