DOE Excess Real Property Screening Request

Purpose

Before sites may dispose of unneeded real property assets, DOE's Office of Asset Management (MA-65) reaches out to all DOE Departmental Elements to see if any organizations might be interested/able to use those assets. If no offices are interested, MA-65 will approve an excess declaration for the asset, and the owner may then continue the disposal process. Use this form to request MA-65 to start the excess screening process for any unneeded real property assets you have.

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 why the asset is excess:	
Name of Approving CRS:	
CRS Signature:	

What Happens from Here

- MA-65 will screen all submissions in monthly batches starting on the first of each month
- MA-65 will give other DOE organizations two weeks to express interest in the assets
- If other offices express interest, MA-65 will put the interested party in touch with the asset owner
- If no offices express interest, MA-65 will approve the asset for excess and will inform the owner