

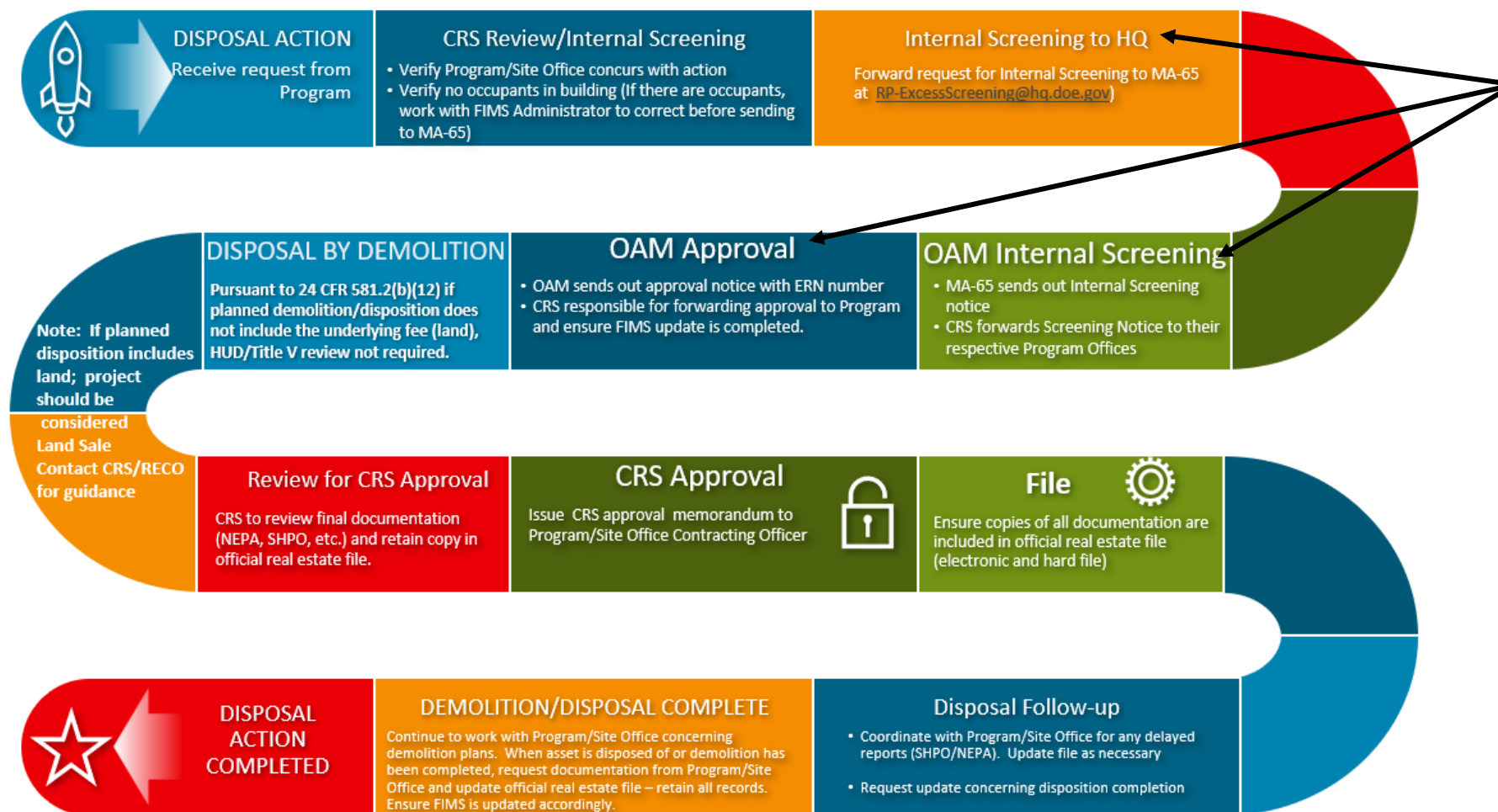


DOE's Real Property Excess Screening Process September 2026

Excess Screening Overview



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DOE's Department-Wide Excess Real Property Screening Process is just one portion of the overall real property disposal process.

The purpose of the screening process is to see if other DOE offices might have a use for excess real property before the DOE property owner gets rid of it.

Excess Screening Process



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1

Excess asset owner submits a request form to the MA-65 excess screening email box: RP-ExcessScreening@hq.doe.gov

2

MA-65 notifies all departmental elements about the excess property to give them a chance to express interest in taking-over ownership

3a

If other offices express interest, MA-65 will put the interested party in touch with the asset owner

-OR-

3b

If no offices express interest, MA-65 will approve the asset for excess and inform the owner it is OK to proceed with disposal

Excess Screening Request Form



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 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 there are any organizations that may 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 perform the excess screening process for a real property asset.

Instructions
1. Complete all fields in the Asset Information section below
2. Have a Certified Realty Specialist sign the completed form
3. Submit the signed form to the DOE excess screening mailbox: BP.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 programs two weeks to express interest in the asset
- If other programs express interest, MA-65 will put the interested party in touch with the asset owner
- If no programs express interest, MA-65 will approve the asset for excess and will inform the owner

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:

Hard signature or digital signature is OK

- This form is updated as of Sept 2026 and should be quicker/easier to complete
- MA-65 will still accept old forms – it's just less work for you if you use this new one

Excess Screening Cycle



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1st – 3rd
of Each
Month

15th – 17th
of Each
Month

16th -18th
of Each
Month

Process
Starts
Again

MA-65 consolidates all requests in the screening mailbox and sends the list to all departmental elements to see if there is any are interested in taking-over ownership of any of those assets

MA-65 checks to see if any Departmental Elements have expressed interest in taking over ownership of any of those assets

MA-65 will approve all assets that receive no interest. For assets that do receive interest, MA-65 will put the interested party in touch with the asset owner to work-out transfer details

Note: Dates are approximate and will align with business days

Off-Cycle Excess Screening



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There may be some rare cases when it would be detrimental to have to wait until the next monthly screening cycle before getting approval to declare an asset as excess. MA-65 will consider screening assets on an immediate, as-needed basis in a few very limited circumstances:

If waiting until next month's screening cycle will cost money due to contractual demolition deadlines

Provide a statement signed by the demolition contract Contracting Officer (or the COR) describing how waiting will trigger financial penalties under the contract and how much those penalties would be

If waiting until next month's screening cycle will put a pending sale or transfer deal in jeopardy

Provide a signed Certified Realty Specialist/Real Estate Contracting Officer statement describing how waiting until the next month's screening cycle will put that pending deal in jeopardy

If an office expressed interest in your asset and then changed its mind

Ask the office that expressed interest to send us an email stating that they are no longer interested.
Once MA-65 receives that email, it will approve your asset for excess

Don't rely on MA-65 to check the screening mailbox for an off-cycle request. Instead, send MA-65 screening POCs a direct email to notify them of the need for off-cycle screening

Excess Screening Approval



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You'll receive an email from the Excess Screening e-mail account that looks like the one here

This is your official notice that assets are approved as excess, and you can proceed with disposal (no more signed approval pages needed)

Hello!

We've screened the following excess real property assets to see if there were any DOE offices interested in taking ownership and there were not. Therefore, these assets are approved as excess and you may now proceed with disposing of them.

Please keep a copy of this email in your official real estate files and update the following fields in FIMS:

Excess Indicator: Y

Status: Choose the applicable status code (note: may NOT one of the 4 active codes: Operating, Standby, Outgranted, or Active Land)

Excess Date: Enter the date of this email (09/02/2026)

Excess Reference Number: Enter the Excess Reference Number (ERN) from the list below

Estimated Disposition Year: Enter the year you expect to get rid of this asset

Anticipated Disposition Method: Choose the approach you plan to take to get rid of the asset

Real Property Unique ID	Excess Reference Number (ERN)	HQ Program Office	Site Name	Property ID	Property Name	Property Type
123456	270001	Test Program	Test Site	B1	Bldg 1	Building
234567	270002	Test Program	Test Site	B2	Bldg 2	Building
345678	270003	Test Program	Test Site	B3	Bldg 3	Building



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Office of Asset Management
Excess Screening Team

Excess Screening and FIMS



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Once MA-65 approves your asset as excess, update the following fields in the Facilities Information Management System (FIMS) database

Excess Indicator: Y

Status: Choose the applicable in-active status code
(may NOT one of the 4 active codes: Operating, Standby, Outgranted, or Active Land)

Excess Date: Use the date MA-65 sent the email that approves the asset as excess

Excess Reference Number: Use the ERN that MA-65 provided in the approval e-mail

Estimated Disposition Year: Enter the year you expect to get rid of this asset

Anticipated Disposition Method: Enter the approach you plan to take to get rid of the asset

Note, sites must receive MA-65 approval before changing the Excess Indicator to “Y”
and before changing the Status from an active code to an inactive code

De-excess Process



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Sometimes sites have assets that have already been approved as excess but later find that mission changes would make those assets useful again

In these situations, sites can request MA-65 approve an asset for de-excess so it can remain operational and available for these new mission requirements

Here's that process:

1

Excess asset owner submits a de-excess request form to the MA-65 excess screening email box: RP-ExcessScreening@hq.doe.gov

2

MA-65 reviews all de-excess requests and the beginning of each month and typically approves them by the 3rd of the month

De-Excess Request Form



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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 sign the completed form
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

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:

Once MA-65 approves your de-excess request, email a copy of the approval to the DOE HQ FIMS admin team and ask them to make the following changes in FIMS (they are the only ones who can change the Excess Indicator back from “Y” to “N”):

Excess Indicator: Change from “Y” to “N”

Status: Change to one of the 4 codes (Operating, Standby, Outgranted, or Active Land)

Let the FIMS team know which one to choose

Once the FIMS admin team has made the changes above, please delete the FIMS entries in the following fields for the de-excessed asset:

Excess Date

Excess Reference Number

Estimated Disposition Year

Anticipated Disposition Method

MA-65 Excess Screening POCs



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