

Management System: Real Property Management

Subject Area: Land Management and Disposal

Procedure: Disposing Real Property by Demolition Without Underlying Land

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1.0 Applicability

This procedure applies to any U.S. Department of Energy (DOE) element under the purview of the Office of Environmental Management Consolidated Business Center (EMCBC), responsible for Real Property Management who identifies a need to dispose of real property improvements without the underlying land. All real property deemed as excess must first be screened through the DOE internal process. After DOE's internal screening has been completed, notification is sent to the U.S. General Services Administration (GSA) of disposal under DOE's authority.

2.0 Required Procedure

Step 1	The Site Office in consultation with its contractor or the EMCBC determines that certain real and/or related personal property is no longer required by a program.
Step 2	<p>The Certified Realty Specialist (CRS) or delegate must submit a <i>DOE Request Screening for Disposition of Real Property Form</i> to the DOE Headquarters (HQ) Office of Engineering and Construction Management (MA-50).</p> <p>MA-62 will screen the Lead Program Site Office/Cognizant Site Office LPSO/CSO's unneeded real property throughout DOE, including the EM HQ Facilities and Infrastructure Division and to all Real Estate Offices to determine whether the property is excess to the Department. MA-62 notifies the CRS that screening is complete (via electronic mail) within 7 to 14 calendar days.</p>
Step 3	The Site Office or Program Office notifies the CRS stating that the property is excess to the program needs, together with completed GSA Standard Form (SF)

	<p>118 "Report of Excess Real Property," and GSA SF 118A, "Buildings, Structures, Utilities, and Miscellaneous Facilities," or equivalent, giving the recommended method of removing the property from DOE's accountability. The Site Office also submits to the CRS the completed Housing and Urban Development (HUD) Title V Property Survey, <i>Federal Property Information Checklist</i> that is required by the 42 U.S.C. 11411, <i>Stewart McKinney Homeless Assistance Act</i>.</p>
<p>Step 4</p>	<p>The Site Office or the CRS obtains local concurrence from appropriate divisions (e.g. the EMCBC, Office of Chief Counsel, and Environment, Safety and Health) for compliance with regulations (e.g., National Environmental Policy Act [NEPA], State Historic Preservation Office [SHPO]) that may be impacted by the disposal.</p>
<p>Step 5</p>	<ol style="list-style-type: none"> a. The CRS coordinates the disposal action with the HUD and the GSA. <ol style="list-style-type: none"> 1. HUD determines whether the property is suitable for use by the homeless, and notifies MA-50 via the Federal Register when the Department may take action to dispose of the property and MA-62 notifies the CRS. 2. The Department is prohibited from taking any disposal action for a period of 60 calendar days if HUD has determined the property is considered suitable for use by the homeless after publication in the Federal Register. 3. The Department is prohibited from taking any disposal action for a period of 20 calendar days if the property is considered unsuitable for use by the homeless after publication in the Federal Register. 4. After the appropriate time has been satisfied and a concurrence is received from GSA, the CRS notifies the Site Office when disposal may take place. b. Disposal actions included in line item projects or other congressional approvals do not require the concurrence of GSA and HUD. c. Federal agencies having control of real property that has no commercial value or where the estimated cost of continued care and handling exceeds the estimated proceeds from its sale may dispose of such property without notice to GSA and HUD provided certain conditions are met. See Federal Management Regulations 41 CFR 102-75, Subpart E – <i>Abandonment, Destruction or Donation to Public Bodies</i>, for details.

Step 6	The Site Office or Program Office informs the CRS when final disposition has taken place. The CRS notifies MA-62 when final disposition has taken place.
Step 7	The CRS notifies the FIMS Administrator of the document disposal action.
Step 8	The CRS maintains copies of all disposal documents in the real property files.
Step 9	The Facilities Information Management System (FIMS) Administrator will archive the property record in the FIMS database after the property has been disposed.

3.0 References

- HUD Title V Property Survey, *Federal Property Information Checklist*
- GSA SF 118, *Report of Excess Real Property*
- GSA SF 118A, *Buildings, Structures, Utilities, and Miscellaneous Facilities DOE Request Screening for Disposition of Real Property Form (See EMCBC Services MSD Site)*
- 41 CFR 102-75, Subpart E, *Abandonment, Destruction or Donation to Public Bodies, Federal Management Regulations*
- 42 U.S.C. 11411, *Stewart McKinney Homeless Assistance Act.*
- DOE *Real Property Desk Guide*, dated June 2014

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or Not Applicable)
ADM 03-01-A	Real Property Files – Excess Documentation and Supporting Documentation	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Disposing Real Property by Demolition without Underlying Land**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		3/10/2015