



# DISPOSAL OF DoN REAL PROPERTY

Page      of      Pages

The Disposal Form is required for all non-BRAC disposals. Completion of the form will require coordination between all relevant data owners; responsible personnel vary depending on the disposal method and are identified within the corresponding BMS documents. The form is structured to allow for the disposal of multiple assets within a single transaction or project. Data fields 1-14 are consistent across all disposed assets as part of the transaction/project. Data fields 15-23 require completion for each asset. Upon completion of all required data fields, the party responsible for conducting the disposal transaction will sign and date the form and provide it to the RPAO. The RPAO will review the form for completeness and provide their signature and date.

1. INSTALLATION NAME		2. INSTALLATION UIC	3. RPSUID	4. CONTRACT NUMBER		5. DISP FUND PROG CODE	6. DISP PROGRAM ORG CODE		
7. DISPOSAL RECIPIENT CODE/ DISPOSAL RECIPIENT NAME			8. DISPOSAL METHOD CODE			9. DISPOSAL REASON CODE			
10. DISPOSAL STATUS CODE		11. DISP PROG FISCAL YEAR (YYYY)	12. DISP APPROVAL DATE (YYYYMMDD)		13. DISP START DATE (YYYYMMDD)		14. DISP COMPLETION DATE (YYYYMMDD)		
15. RPUID	16. FACILITY ID	17. FACILITY NUMBER / FACILITY NAME		18. PRV (Plant Replacement Value)	19. DISPOSAL ESTIMATED TOTAL COST AMOUNT	20. DISPOSAL ACTUAL COST AMOUNT	21. DISPOSAL VALUE	22. DISPOSAL NRV AMOUNT	23. DISPOSAL ACTUAL PROCEED AMOUNT

24. PREPARER (Type Name and Signature)		25. APPROVER (Type Name and Signature)	
a. TITLE (CI Project Manager, Real Estate, etc.)	b. DATE SIGNED (YYYYMMDD)	a. TITLE (RPAO)	b. DATE SIGNED (YYYYMMDD)

After the form has been completed and signed by the appropriate parties, the RPAO will use the Disposal Form to complete the disposal record(s) in iNFADS. Removal of the asset(s) from iNFADS must occur within 10 days of completion of the transaction. The RPAO will upload a copy of the Disposal Form to each disposed property record.

26. COMMENTS: (Attach blank sheet if needed for additional comments.)

## INSTRUCTIONS

**1. Installation Name:** The official identification or name applied to the entire installation, as used by the DoD and the Services to recognize the installation.

**2. Installation UIC:** This data element represents the UIC of the Navy or Marine Corps shore Installation that is responsible for the command, management and real property inventory control.

**3. RPSUID:** The Unique Identifier (UID) used to permanently identify a Site. The UID will be a Real Property Site Unique Identifier (RPSUID).

**4. Contract Number:** The identifying number of the contract for the disposal of a Department of Navy facility, if disposal was by contract.

**5. Disposal Fund Program Code:** A code used to identify the primary fund type paying for the disposal of the real property asset.

**6. Disposal Program Org Code:** A code used to identify the DoD Organization responsible for funding the disposal action.

**7. Disposal Recipient Code / Disposal Recipient Name:** The code representing the entity receiving the asset. For Disposal Recipient Code values of "NCOD" (No code exists for this organization) or "PRIV" (Private Individual), a value equal to the name of the person or organization must be entered in the Disposal Recipient Name field.

**8. Disposal Method Code:** A code identifying the disposal method code used for disposal of the Department's interest in the real property asset.

**9. Disposal Reason Code:** A code used to identify the planned or actual reason for the disposal of the real property asset.

**10. Disposal Status Code:** A code used to track the status of a real property asset disposition action.

**11. Disposal Programmed Fiscal Year Date:** The Fiscal Year that the real property's asset disposal is expected.

**12. Disposal Approval Date:** The calendar date that the real property asset is approved for disposal.

**13. Disposal Start Date:** This represents the calendar date of a legally enforceable and recognizable obligation to complete the disposal action or the date the operation has ceased, whichever comes later.

**14. Disposal Completion Date:** The actual calendar date the disposal of the real property asset is completed and there is no administrative accountability. This is determined by the effective date of the instrument for the actual method of disposal.

**15. RPUID:** The real property unique identifier (RPUID) is a non-intelligent code used to permanently and uniquely identify a real property asset.

**16. Facility ID:** An automatically assigned unique number given to each item of real property.

**17. Facility Number / Facility Name:** A logically developed asset identification that is normally visible, either painted or by signage on the exterior of a real property facility, used for visual identification of the facility.

**18. PRV (Plant Replacement Value):** The cost to replace a facility using current DoD facility construction standards.

**19. Disposal Estimated Total Cost Amount:** The estimated amount of money associated with the disposal of the real property asset.

**20. Disposal Actual Cost Amount:** The total amount of money actually spent on a real property asset as a result of a disposal action.

**21. Disposal Value:** The value of the disposed real property assets.

**22. Disposal NRV Amount:** The earnings from the disposal of a real property asset less any costs necessary to complete and dispose of the asset.

**23. Disposal Actual Proceed Amount:** The total amount of money or other consideration received from the disposal of the real property asset.

**24. Preparer:** Typed name, signature, title, and date of preparing official.

**25. Approver:** Typed name, signature, title, and date of signature by the RPAO.

**26. Comments:** Additional notes or remarks as needed.