

Real Estate Guidance - (04/2014)

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5.7 Reporting Excess Property for Interagency Screening Added 10/2005

5.7.1 General Added 10/2005

There are two primary mechanisms for reporting excess real property and/or real property component items for screening external to the FAA - the automated Utilization, Screening and Disposal (USD) system and the manual GSA reporting system. The following paragraphs provide only an overview of these reporting systems. USD procedural details and specific reporting requirements are contained in FAA Order 4800.2c and GSA reporting procedures are detailed on the GSA website via the links described in paragraph 5.7.3 below.

5.7.2 USD System Added 10/2005

The USD system is an important property management tool when demolition or disassembly projects result in the accumulation of serviceable component items that are suitable for reutilization (such items are also referred to as related personal property). The RPC should make maximum use of the USD system both to advertise excess property for transfer and to procure property to meet his/her operational needs. USD provides electronic visibility of available excess property to all FAA entities, the Department of Transportation (DOT), the GSA, and ultimately to all Government agencies. System documents (forms, letters, notices, etc.) are automatically generated as property is processed through various levels of screening and the system includes features that allow limiting access, freezing availability, and electronically exchanging system documents. Procedural guidelines for use of the USD system are contained in FAA Order 4800.2c, dated May 31, 1996.

5.7.3 GSA Property Disposals Revised 4/2009

5.7.3 GSA Property Disposals Updated 4/09

The FAA has been granted authority to dispose of property using the procedures described in the paragraph 5.5, above, and is exempt from most GSA reporting requirements. The FAA may, however, choose to report excess real and related personal property through the GSA when doing so is in the best interests of the FAA and is consistent with NAS mission requirements. In such

instances, a copy of a Standard Form (SF) 118 report submitted to the GSA, with all supporting documentation, will be furnished to the DOT for concurrent screening throughout the DOT. From the time of reporting through the time of final disposal, the FAA, as the holding agent, remains responsible for all on-going costs (utilities, rents, etc.), and assumes responsibility for any direct property management costs incurred by the GSA that are not offset by a sale of the property. The FAA will also maintain full property accountability records related to the property until the GSA advises the property manager or RECO, in writing, of final disposition. Use of GSA services is not a viable option if adherence to GSA procedures and time-lines has the potential to delay completion of NAS construction projects, to adversely affect commissioning schedules or to cause any disruption to NAS operations. General responsibilities and actions are described in the following paragraphs. Property managers or RECOs reporting excess property to the GSA must refer to the GSA website and their local GSA Regional Office for up to date procedural guidance on a case by case basis.

5.7.3.1 Reporting Environmental Information to the GSA Revised 4/2009

All reports of excess property forwarded to the GSA must include specific information regarding environmental issues and conditions related to the property being reported. The Excess Real Property Checklist that is attached to SF 118 includes questions regarding NEPA compliance, floodplain/wetland certification, endangered species and biological resources, archeological and cultural resources, asbestos, polychlorinated biphenyls (PCBs), lead based paint, underground storage tanks, RCRA permits and landfills, mold, radon, pesticides, coastal zone management, national parks or Indian reservations, national forests or wildlife refuges. The agency must also provide a notice of any hazardous substance activity (i.e., storage, release, or disposal) at the property, based upon a complete search of agency files.

The GSA website provides guidance for environmental reporting requirements. For completeness and accuracy, property managers reporting excess to the GSA should consult with FAA environmental professionals and the local GSA Regional Office on a case-by-case basis to ensure that each submission meets current reporting requirements.

5.7.3.2 Standard Form 118 Added 10/2005

Reports of excess real property and related personal property are prepared using the SF 118 and accompanying continuation schedules SF 118A (Buildings, Structures, Utilities, and Miscellaneous Facilities - Schedule A); SF 118 (Land-Schedule B) and SF 118C (Related Personal Property - Schedule C). Submission requirements will be in accordance with GSA policies in effect at the time each report is made but will include at a minimum

- Copies of all instruments in FAA's possession which bear on the right, title, or interests of the United States in the property or the use and operation of such property. When reporting public domain land to GSA for disposal, the Bureau of Land Management (BLM) declination notice will be submitted as title information.

- Any appraisal reports indicating the fair market value or the fair annual rental of the property reported.
- The certification..."This property is being screened concurrently within the DOT and by the GSA." imprinted on the SF 118.
- Mandatory environmental information (see paragraph 5.7, below).

5.7.3.3 Excess Government-Owned Land Added 10/2005

When reporting government-owned land, a written report is prepared by the RECO in consultation with Regional attorneys and the RPDO on the Government's title to the property based upon review of FAA records. The report must include

- A title summary indicating the date title was vested in the United States, providing a complete legal description of the property and providing a description of all exceptions, reservations, conditions, and restrictions, relating to the title.
- Detailed information concerning any action, thing, or circumstance that occurred, from the date of the acquisition of the property by the United States to the date of the report, which in any way affected, or may have affected the right, title, and interest of the United States in and to the property. The report will also include copies of legal documents or opinions bearing on any of the above issues or on criminal or civil jurisdictional issues arising from Government ownership of the land.
- Detailed information regarding any known flood hazards or flooding of the property.
- The historical significance of the property and a description of fixtures and related personal property that have possible historic or artistic value.

5.7.3.4 Relinquishment of Public Domain Land Added 10/2005

Withdrawn or reserved public domain lands that are no longer required for NAS operations will be reported to the Bureau of Land Management (BLM) office to which the application for withdrawal or reservation was originally made. This report is prepared using standard agency letterhead with "Notice of Intent to Relinquish" as the subject line. Before filing this report, the RECO should contact the affected BLM office to determine the nature and scope of current reporting requirements. A Notification of Intent to Relinquish will be submitted in accordance with the guidance received from the BLM with a copy furnished to the local GSA office. If the property is suitable for return to the public domain, the BLM will proceed with relinquishment action. If the BLM finds the property unsuitable for return to public domain, BLM will advise the FAA reporting office of that fact through a declination notice and

- Advise the FAA whether any other agency claims primary, joint or secondary jurisdiction over the land.
- Advise the FAA whether the land is encumbered with any existing valid rights or privileges under the public land laws.
- Advise the FAA whether there are any minerals in the land, which are authorized for reporting to GSA for disposal with the land.

- Request the FAA report the land, building(s), and/or structure(s) to the GSA for disposal in accordance with procedures established by the GSA.

5.7.4 Withdrawal From Excess Added 10/2005

Subject to the approval of GSA, reports of excess real property and related personal property may be withdrawn in whole or in part by the FAA reporting office at any time prior to transfer to another Federal agency or prior to execution of a legally binding agreement for disposal as surplus property. Request for withdrawals will be addressed to the GSA office where the report was filed.