



Recording Disposal and Demolition

Facilities Engineering and Real
Property Symposium

May 13, 2009

Real Property Disposal/Demolition

- Before a disposal action can be initiated, the following criteria must be met:
 - Real Property must be excess to the Center's needs
 - Must be screened for possible use by other NASA centers
 - Real Property must have a recorded capitalized value in excess of \$50,000
 - Must have concurrence from the Chief Counsels office
- Excess property over \$50,000 must be submitted to Headquarters for approval
- All disposals must be coordinated with Historic Preservation Officer, Environmental and Safety

Real Property Database Process

- To remove an existing property in RPI due to demolition, transfer, excess:
 - Go to your Real Property Record and select UPDATE

Property Listing by Selected Site

Site MSFC Marshall Space Flight Center

1 Property(ies) with building/property number containing the phrase "4565":

<u>No.</u>	<u>Property Name</u>	Update			
4565	Storm Shelter	Voucher	Update	Inventory	In/Out Grant



**Select
Update**

Real Property Database Process

- Update the Active Status on the card (do not delete record)

Property Number:	4566
Property Name:	Office Building
Description:	One-story concrete block office building.
Card Date:	4/30/1965
NASA Interest:	Owned
Construction:	Permanent
Land Area Type:	Null (Select appropriate value if this is land)
NASA Class:	610-90 Administrative Buildings (Miscellaneous) SF [1730.0100]
DoD FAC:	(\$ 0.00/)
Contractor Held Property By:	N/A Click here to add Contractor.
Historical Status:	NRE Status As Date: 11/01/2003
Mission Dependency:	Not Mission Dependent
Utilization:	Utilized
Active Status:	Demolished
CRV Exclusion Year:	2008 (YYYY)
Percent Excluded:	0%
Proposed Status:	Change Year: 0 Remarks:
Delete Record:	Use this field to delete erroneous record. Deleted records will no longer be available.
<input type="button" value="Update Above Property Information"/>	

Select demolition, excess or transfer

When you select *Update Above Property Information* this will automatically create a voucher.

Real Property Database Process

- Complete the voucher information...

Marshall Space Flight Center

4566/Office Building
Update Voucher

Voucher Number:	<input type="text" value="2008-009"/>
Voucher Date (M/D/YYYY):	<input type="text" value="1/7/2008"/>
Type of Transaction:	<input type="text" value="Closure"/>
Reference Documents:	<input type="text" value="N/A"/>
Certified By:	<input type="text" value="Debra Hendon"/>
Certified Date (M/D/YYYY):	<input type="text" value="1/7/2008"/>
Remarks:	<input type="text" value="Demolished"/>

This record is removed after this process.

After completing the voucher information and updating the record. Be sure to print your voucher and new card while you are still in this record.

Real Property Database Process

- If you need to access that record again at anytime in the future it is still listed in the “Removed Property Report”.
 - From the Main Menu select Summary Reports
 - Center Reports
 - Removed Property Report
 - This will give you a listing of all your removed property.
 - You can print the voucher and card from here.