

## Use Case 020.RPM.L1.05 Disposal of Federally Owned Real Property

**End-to-End Business Process:** 020.Acquire-to-Dispose

### Business Scenario(s) Covered

- L1.02 Buildings
- L1.20 Underutilized or Unutilized Space
- L1.21 Agency with Excess Space
- L1.22 Real Property No Longer Needed by Any Government Agency

### Business Actor(s):

Agency Mission Program Office, Agency Real Property Office, Agency Finance Office, GSA Public Buildings Service (PBS)

### Synopsis

A periodic review of space utilization within one or more Federally owned building(s) is conducted. The results of the review of space utilization are evaluated, and a building is identified as underutilized. A request for information concerning the agency organizational component's plans for the underutilized building is developed. A response is received indicating that there are no plans for the underutilized building. Potential space consolidation opportunities within the agency are identified, evaluated, and a determination is made that the mission being performed by the agency organizational component in the building can be consolidated into other agency buildings. A determination is made that the underutilized building is unneeded by the agency organizational component, and a notification of its availability is developed and provided internally throughout the agency. Information about the underutilized building and site, including potential modifications, building and environmental condition, historic designation, and expected life is evaluated by other internal agency components. A determination is made that the building and site are excess to the agency's needs. A notification of the unneeded Federally owned building and site's availability for reuse or disposal is developed and provided to GSA. A notification of the excess building and site's availability is developed and provided to other agencies by GSA. No responses are received, and a determination is made that there is no further need for the excess building or site within the Federal government. No beneficial conveyance opportunities for the surplus building and site are identified. Remaining alternatives for disposal of the surplus building and site are determined (e.g., sale to the public, demolition), along with associated costs, impacts, and impact mitigation strategies, and evaluated for viability. A determination is made to dispose of the building and site through a competitive sale to the public. Personal property in the building is identified and removed. A decommissioning plan is developed and executed. Decommissioning progress information for the surplus building and site is evaluated, no issues or concerns are identified, and decommissioning is completed satisfactorily. An Invitation for Bid (IFB) publication for the surplus building and site is developed and provided to a government real estate auction website. Offeror bids for the surplus building and site are received and evaluated, and a successful bidder is identified and approved. A bid award letter, including closing date information and the amount of money due, is developed and provided to the successful bidder. The deed conveying the title is developed and executed, and the surplus building and site are sold.

### Assumptions and Dependencies

#### General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

#### Business Use Case Specific

- 2.1 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.2 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.3 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.4 Government-wide and agency-specific real property regulations, policies, guidance, and standards have been established.
- 2.5 The agency's real property program strategy and plans have been established.
- 2.6 The agency has sufficient budget to take appropriate actions to dispose of personal property.
- 2.7 The appropriate time between notifying other agencies of building and site's availability and declaring them surplus has passed.
- 2.8 The agency has sufficient budget to take appropriate actions to decommission and prepare the building for sale.
- 2.9 There are no significant issues with the deed or title when selling the surplus federally owned building and site.

#### Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal record retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is

locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050). 3.4 Once an RPM Federal record has met its record retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).	
Initiating Event	A periodic review of space utilization within one or more Federally owned building(s) is scheduled.

**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<ul style="list-style-type: none"> <li>a. Determine and document need to conduct periodic review of space utilization within one or more Federally owned building(s)</li> <li>b. Conduct periodic review of space utilization within one or more Federally owned building(s) and document results</li> <li>c. Evaluate results of periodic review of space utilization, identify a Federally owned building as underutilized by an agency organizational component, and record results</li> <li>d. Develop, document, and provide request for information concerning plans for the underutilized Federally owned Federally owned building to the agency organizational component</li> </ul> (RPM.040.040 Real Property Space Management)		<ul style="list-style-type: none"> <li>• Schedule for review of space utilization within a Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Space utilization review results information<sup>(FR)</sup></li> <li>• Space utilization review results evaluation results<sup>(FR)</sup></li> <li>• Federally owned building underutilized by an agency organizational component<sup>(FR)</sup></li> <li>• Request for information concerning the agency organizational component's plans for the underutilized Federally owned building<sup>(FR)</sup></li> </ul>
2	<ul style="list-style-type: none"> <li>a. Receive and review request for information concerning plans for the underutilized Federally owned building</li> <li>e. Develop, document, and provide response to the request stating that there are no plans for the underutilized space in the Federally owned building</li> </ul> (RPM.040.040 Real Property Space Management)		<ul style="list-style-type: none"> <li>• Request for information concerning the agency organizational component's plans for the underutilized Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Response to the request stating that there are no plans for the underutilized space in the Federally owned building<sup>(FR)</sup></li> </ul>

<b>3</b>	<p>a. Identify and document potential space consolidation opportunities within the agency</p> <p>b. Evaluate potential space consolidation opportunities for feasibility and impacts, determine that the mission being performed by the agency organizational component occupying the underutilized Federally owned building can be consolidated into other agency Federally owned buildings, and record results</p> <p>c. Develop, document, and provide space consolidation recommendations to agency organizational component occupying the underutilized Federally owned building for review and feedback</p> <p>(RPM.040.040 Real Property Space Management)</p>		<ul style="list-style-type: none"> <li>• Response to the request stating that there are no plans for the underutilized space in the Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Potential space consolidation opportunities<sup>(FR)</sup></li> <li>• Potential space consolidation opportunities evaluation results<sup>(FR)</sup></li> <li>• Determination that the mission being performed by the agency organizational component occupying the underutilized Federally owned building can be consolidated into other agency Federally owned buildings<sup>(FR)</sup></li> <li>• Space consolidation recommendations<sup>(FR)</sup></li> </ul>
<b>4</b>	<p>a. Receive and review space consolidation recommendations</p> <p>b. Develop, document, and provide feedback on space consolidation recommendations</p> <p>(RPM.040.040 Real Property Space Management)</p>		<ul style="list-style-type: none"> <li>• Space consolidation recommendations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on space consolidation recommendations<sup>(FR)</sup></li> </ul>

5	<ul style="list-style-type: none"> <li>a. Receive and review agency organizational component feedback on space consolidation recommendations</li> <li>b. Update space consolidation recommendations, determine and document space to be consolidated, route for review and approval, and document results</li> <li>c. Develop, document, and provide notification of space to be consolidated to tenants of the underutilized Federally owned building</li> <li>d. Determine and document that the underutilized Federally owned building is unneeded by the agency organizational component</li> <li>e. Provide information about the unneeded internal agency building to OMB-designated repository (RPM.040.040 Real Property Space Management)</li> </ul>		<ul style="list-style-type: none"> <li>• Feedback on space consolidation recommendations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Updated space consolidation recommendations<sup>(FR)</sup></li> <li>• Determination of space to be consolidated<sup>(FR)</sup></li> <li>• Notification of space to be consolidated to tenants of the underutilized Federally owned building<sup>(FR)</sup></li> <li>• Determination that the underutilized Federally owned building is unneeded by the agency organizational component<sup>(FR)</sup></li> <li>• Information about the unneeded internal agency building</li> </ul>
6	<ul style="list-style-type: none"> <li>a. Evaluate information about the unneeded internal agency building and record results</li> <li>f. Develop, document, and provide request for information concerning the unneeded Federally owned building to the agency organizational component (RPM.060.010 Real Property Unneeded Agency Asset Identification)</li> </ul>		<ul style="list-style-type: none"> <li>• Information about the unneeded internal agency building</li> </ul>	<ul style="list-style-type: none"> <li>• Information about the unneeded internal agency building evaluation results</li> <li>• Request for information concerning the unneeded Federally owned building<sup>(FR)</sup></li> </ul>

7	<p>a. Receive and review request for information concerning the unneeded Federally owned building</p> <p>a. Develop, document, and provide information concerning the unneeded Federally owned building, including potential modifications, and environmental condition, historic designation, and expected life</p> <p>(RPM.060.010 Real Property Unneeded Agency Asset Identification)</p>		<ul style="list-style-type: none"> <li>Request for information concerning the unneeded Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Information concerning the unneeded Federally owned building, including potential modifications, building and environmental condition, historic designation, and expected life<sup>(FR)</sup></li> </ul>
8	<p>a. Evaluate information concerning the unneeded Federally owned building; including potential modifications, building and environmental condition, historic designation, and expected life; and record results</p> <p>b. Develop, document, and provide notification of the unneeded Federally owned building's availability to other agency organizational components</p> <p>(RPM.060.010 Real Property Unneeded Agency Asset Identification)</p>		<ul style="list-style-type: none"> <li>Information concerning the unneeded Federally owned building, including potential modifications, building and environmental condition, historic designation, and expected life<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Notification of the unneeded Federally owned building's availability to other agency organizational components<sup>(FR)</sup></li> </ul>

9	<p>a. Determine and document that the unneeded Federally owned building cannot be reused or modified for reuse within the agency and is excess to its needs</p> <p>b. Develop, document, and provide information about the excess Federally owned building to the OMB-designated repository</p> <p>c. Develop, document, and provide notification to GSA Public Buildings Service (PBS) of the excess Federally owned building, including potential modifications, building and environmental condition, historic designation, and expected life</p> <p>(RPM.060.010 Real Property Unneeded Agency Asset Identification)</p>		<ul style="list-style-type: none"> <li>• Confirmation the specified amount of time has elapsed since notifying other agency organizational components</li> </ul>	<ul style="list-style-type: none"> <li>• Determination that the unneeded Federally owned building cannot be reused or modified for reuse within the agency<sup>(FR)</sup></li> <li>• Information about the excess Federally owned building<sup>(FR)</sup></li> <li>• Notification to GSA PBS of the excess Federally owned building, including potential modifications, building and environmental condition, historic designation, and expected life<sup>(FR)</sup></li> </ul>
10	<p>a. Determine and document alternatives for excess Federally owned building reuse by another agency or disposal</p> <p>d. Determine and document costs associated with alternatives for excess Federally owned building reuse by another agency or disposal</p> <p>e. Determine and document impacts of alternatives for excess Federally owned building reuse by another agency or disposal</p> <p>(RPM.060.020 Real Property Asset Reuse/ Disposal Alternatives Analysis)</p>		<ul style="list-style-type: none"> <li>• Notification to GSA PBS of the excess Federally owned building, including potential modifications, building and environmental condition, historic designation, and expected life<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Costs associated with alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Impacts of alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> </ul>

11	<p>a. Evaluate impacts of alternatives for excess Federally owned building reuse by another agency or disposal; including historical, environmental, geological, community, and other impacts; and record results</p> <p>b. Develop, document, and provide impact mitigation strategies for alternatives for excess Federally owned building reuse by another agency or disposal</p> <p>g. Determine, document, and provide viability of alternatives for excess Federally owned building reuse by another agency or disposal</p> <p>h. Evaluate alternatives for excess Federally owned building reuse by another agency or disposal against other agency needs, disposal priorities, impacts, and costs, and record results</p> <p>i. Determine and document that the selected alternative for the excess Federally owned building is to offer for reuse by another Federal agency</p> <p>(RPM.060.020 Real Property Asset Reuse/ Disposal Alternatives Analysis)</p>		<ul style="list-style-type: none"> <li>• Alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Costs and other impacts associated with alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Impacts of alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Real property asset disposal priorities<sup>(FR)</sup></li> <li>• Other Federal agency real property asset needs</li> </ul>	<ul style="list-style-type: none"> <li>• Impact mitigation strategies for alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Viability of alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Alternatives for excess Federally owned building reuse by another agency or disposal against other agency needs, disposal priorities, impacts, and cost evaluation results<sup>(FR)</sup></li> <li>• Selected alternative for the excess Federally owned building determined to be offered for reuse<sup>(FR)</sup></li> </ul>
12	<p>Develop, document, and provide notification of the excess Federally owned building and site's availability to other Federal agencies</p> <p>(RPM.060.030 Real Property Asset Reuse Management)</p>		<ul style="list-style-type: none"> <li>• Selected alternative for the excess Federally owned building determined to be offer for reuse<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Notification to Federal agencies of the excess Federally owned building and site's availability<sup>(FR)</sup></li> </ul>



13	<p>a. Determine and document lack of interest from other Federal agencies in the excess Federally owned building and site (RPM.060.030 Real Property Asset Reuse Management)</p> <p>b. Determine and document that there is no further need for the excess Federally owned building and site within the Federal government and that it is surplus to the Federal government's needs (RPM.060.030 Real Property Asset Reuse Management)</p> <p>c. Determine and document that there are no beneficial conveyance opportunities available for the surplus federally owned building and site (RPM.060.020 Real Property Asset Reuse/ Disposal Alternatives Analysis)</p> <p>j. Evaluate alternatives for the surplus Federally owned building's disposal against costs, impacts, and impact mitigation strategies, determine viability, and record results (RPM.060.020 Real Property Asset Reuse/ Disposal Alternatives Analysis)</p> <p>d. Determine and document that the selected alternative is to dispose of the surplus Federally owned building and site through a competitive sale to the public (RPM.060.020 Real Property Asset Reuse/ Disposal Alternatives Analysis)</p>		<ul style="list-style-type: none"> <li>• Confirmation the specified amount of time has elapsed since notifying other Federal agencies</li> <li>• Alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Impact mitigation strategies for alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Viability of alternatives for excess Federally owned building reuse by another agency or disposal<sup>(FR)</sup></li> <li>• Alternatives for excess Federally owned building reuse by another agency or disposal against other agency needs, disposal priorities, impacts, and costs evaluation results<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Determination that there is no further need for the excess Federally owned building and site within the Federal government<sup>(FR)</sup></li> <li>• Determination that there are no beneficial conveyance opportunities available for the surplus federally owned building and site<sup>(FR)</sup></li> <li>• Alternatives for the surplus Federally owned building's disposal evaluation results<sup>(FR)</sup></li> <li>• Selected alternative for the surplus Federally owned building determined to be offering for competitive sale<sup>(FR)</sup></li> </ul>
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14	<p>a. Identify and document personal property within the surplus Federally owned building</p> <p>b. Develop, document, and provide request to dispose of personal property within the surplus Federally owned building</p> <p>(RPM.060.040 Real Property Asset Disposal Management)</p>			<ul style="list-style-type: none"> <li>Request to dispose of personal property within the surplus Federally owned building<sup>(FR)</sup></li> </ul>
15		<p>a. Receive request to dispose of personal property, identify personal property suitable for retainment, reuse, or disposal, and document results (PPM.010.020 Property Inventorying and Monitoring)</p> <p>c. Provide notification of available personal property to other agency organizational components, receive and process requests for available personal property from other agency organizational components and execute transfer (PPM.010.040 Property Transfer, Disposal, or Retirement)</p> <p>k. Develop, document, and provide notification of disposal of all personal property within the unneeded Federally owned building (PPM.010.040 Property Transfer, Disposal, or Retirement)</p>	<ul style="list-style-type: none"> <li>Request to dispose of personal property within the surplus Federally owned building<sup>(FR)</sup></li> <li>Requests for available personal property from other agency organizational components<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Personal property within the surplus Federally owned building suitable for retainment, reuse, or disposal<sup>(FR)</sup></li> <li>Notification of available personal property to other agency organizational components<sup>(FR)</sup></li> <li>Notification of disposal of all personal property within the surplus Federally owned building<sup>(FR)</sup></li> </ul>

16	Evaluate notification of disposal of all personal property within the surplus Federally owned building, determine that personal property has been disposed, and record result (RPM.060.040 Real Property Asset Disposal Management)		<ul style="list-style-type: none"> <li>Notification of disposal of all personal property within the surplus Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Notification of disposal of all personal property within the surplus Federally owned building evaluation results<sup>(FR)</sup></li> <li>Determination that personal property has been disposed<sup>(FR)</sup></li> </ul>
17	Develop decommissioning plan for the surplus Federally owned building and site, route for review and approval, and document results (RPM.060.040 Real Property Asset Disposal Management)		<ul style="list-style-type: none"> <li>Selected alternative for the surplus Federally owned building determined to be offering for competitive sale<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved decommissioning plan for the surplus Federally owned building<sup>(FR)</sup></li> </ul>
18	a. Receive decommissioning plan status information l. Evaluate decommissioning plan status information, determine that there are no issues or concerns, and record results (RPM.060.040 Real Property Asset Disposal Management)		<ul style="list-style-type: none"> <li>Decommissioning plan status information<sup>(FR)</sup></li> <li>Approved decommissioning plan for the surplus Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Decommissioning plan status information evaluation results<sup>(FR)</sup></li> <li>Determination of no issues or concerns with decommissioning plan status information<sup>(FR)</sup></li> </ul>
19	a. Evaluate decommissioning plan completion information, verify completion, and record results b. Develop and document Invitation for Bid publication for the surplus building and site c. Publish Invitation for Bid for the surplus building and site to Federal government managed real estate auction website (RPM.060.040 Real Property Asset Disposal Management)		<ul style="list-style-type: none"> <li>Decommissioning plan completion information<sup>(FR)</sup></li> <li>Approved decommissioning plan for the surplus Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Decommissioning plan completion information evaluation results<sup>(FR)</sup></li> <li>Verification of completion of decommissioning plan<sup>(FR)</sup></li> <li>Invitation for Bid for the surplus building and site<sup>(FR)</sup></li> </ul>

20	<p>a. Receive offeror bids for the purchase of the surplus Federally owned building and site (RPM.060.040 Real Property Asset Disposal Management)</p> <p>m. Evaluate offeror bids for the purchase of the surplus Federally owned building and site and record results (RPM.060.040 Real Property Asset Disposal Management)</p> <p>n. Determine successful bidder for the purchase of the surplus Federally owned building and site, route for review and approval, and document results (RPM.060.040 Real Property Asset Disposal Management)</p> <p>o. Develop, document, and provide award letter for the surplus Federally owned building and site, including closing date information and amount of money due, to the approved successful bidder (RPM.060.040 Real Property Asset Disposal Management)</p> <p>p. Develop, document, and provide request for receipt and processing of funds due for sale of the surplus Federally owned building and site (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>q. Develop, document, and provide request for information about the surplus Federally owned building and site to be updated to reflect sale (RPM.060.040 Real Property Asset Disposal Management)</p>		<ul style="list-style-type: none"> <li>• Offeror bids for the purchase of the surplus Federally owned building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Offeror bids for the surplus Federally owned building evaluation results<sup>(FR)</sup></li> <li>• Approved successful bidder for purchase of the surplus Federally owned building<sup>(FR)</sup></li> <li>• Award letter for the surplus Federally owned building and site, including closing date information and amount of money due<sup>(FR)</sup></li> <li>• Request for receipt and processing of funds due for sale of the surplus Federally owned building and site</li> <li>• Request for information about the surplus Federally owned building and site to be updated to reflect sale</li> </ul>
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21		<p>a. Create receivable, receive, deposit, and record funds due for purchase of surplus property</p> <p>r. Update asset information about surplus property to reflect sale (FFM.060.030 Public Receivable Receipt Processing)</p>	<ul style="list-style-type: none"> <li>• Request for receipt and processing of funds due for sale of the surplus Federally owned building and site</li> <li>• Request for information about the surplus Federally owned building and site to be updated to reflect sale</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate receivable and receipt entries created with reference to source information</li> <li>• Appropriate real property asset information entries created with reference to source information</li> </ul>
22	<p>Develop, document, and execute deed for transfer of title to the surplus Federally owned building and site (RPM.060.040 Real Property Asset Disposal Management)</p>		<ul style="list-style-type: none"> <li>• Approved successful bidder for purchase of the surplus Federally owned building<sup>(FR)</sup></li> <li>• Award letter for the surplus Federally owned building and site, including closing date information and amount of money due<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Deed for transfer of title to the surplus Federally owned building and site<sup>(FR)</sup></li> </ul>