
SUPPORT SERVICES JOB AID

NAF Facilities and Construction Contracting Ensure Proper Disposal of NAF/APF Property, Equipment and Vehicles

DO THIS TASK WHEN

- Notified by the Fleet and Family Readiness (FFR) Director of the need to (or approval for) transfer or disposal of FFR Program property, or abandoned/lost personal property.
- Deficiencies/discrepancies are discovered during scheduled preventive maintenance (PM) that result in FFR Program property items being declared excess, unserviceable, obsolete, or abandoned/lost personal property.
- Deficiencies/discrepancies are discovered and reported by staff or customers/patrons that result in property items being declared excess, unserviceable, obsolete, or abandoned/lost personal property.
- Deficiencies/discrepancies are discovered during a pre-inspection walk-through that result in property items being declared excess, unserviceable, obsolete, or abandoned/lost personal property.
- Deficiencies/discrepancies are discovered during the investigation of, or following a security incident that require disposal of damaged property.
- Complaints are received from customers/patrons that are directly attributable to the condition of the facility and/or FF&E and result in your Program property items being declared excess, unserviceable, or obsolete.

**DO THIS
TASK WHEN
(cont.)**

- Deficiencies/discrepancies are discovered during higher level inspections that result in your Program property items being declared excess, unserviceable, obsolete, or abandoned/lost personal property.
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REFERENCES

- CNICINST 1710.3, Operation of Morale, Welfare, and Recreation MWR Programs.
 - DOD 7000.14-R, Vol. 12, Department of Defense Financial Management Regulations.
 - NAVFAC P-300, Management of Civil Engineering Support Equipment.
 - DoD 4500.36R, Management, Acquisition, and Use of Motor Vehicles.
 - OPNAVINST 5090.1 (series), Environmental and Natural Resources Protection Manual.
 - Local policy on hazardous materials (HAZMAT).
 - SAP/AIMS User Guide(s).
 - Local standard operating procedures (SOPs).
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**SUPPLIES/
RESOURCES**

- NAVCOMPT Form 2212, Certificate of Disposition.
 - DD Form 1348-1, DoD Single Line Item Release/Receipt Document.
 - NAVCOMPT Form 2211, Daily Activity Report (DAR).
 - DD Form 1149, Requisition and Invoice/Shipping Document.
 - NAVCOMPT Form 745, Custody Receipt Record.
 - NAVCOMPT Form 742, Consolidated Property Record.
 - DD 1342, DoD Property Records.
 - SF-97, Government Certificate of Release.
-

**THIS TASK
IS DONE
CORRECTLY
WHEN**

- Required documentation is complete and signed.
 - All property is transferred or properly destroyed and disposed.
 - CNIC FFR Facilities and Acquisitions Branch (N944) is notified of vehicles/special purpose vehicles requiring disposition action.
 - All monies are correctly handled and accounted.
 - Excess property is recycled or reutilized to the benefit of the Navy and the FFR system.
 - All property is removed from inventory and internal control records.
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NOTES

This task is separated into the following three parts.

Disposal of:

1. APF property.
2. NAF property.
3. Abandoned personal property.

Although always a good management practice, it is very important during constrained financial times that we ensure all excess property is removed from inventories, storerooms, and warehouses. In so doing, the expense of inventorying and storing is minimized and the fund benefits when the excess NAF property is sold or redistributed.

Holding onto excess/unserviceable property is a cost to your Program. Your costs may include time spent on controls, repeat inventorying, depreciation, and the potential for loss/theft. Timely disposal of excess property will allow you to recoup the maximum value, especially if the property is to be sold or traded.

Every possible effort should be made to rehab and reuse property that is excess and serviceable rather than just automatically "tossing" it--we must always be exacting and trustworthy stewards of the Sailors' and taxpayers' investments (NAF & APF)! Your excess property may be some other manager's dream come true and vice versa!

PROCEDURE

Step 1 Review your local FFR SOPs and instructions that detail how to dispose of NAF/APF property, equipment, and vehicles.

The SOP should:

- Prepare you to take timely and appropriate action.
- Give you information to ensure appropriate staff response/actions.
- Give you information to review, revise, and improve your Program SOPs for this task.
- Give you information to train new staff members and prepare local policy and procedure for your Program.
- Inform you and your staff of controls/procedures to minimize property losses.

Step 2 Confirm that the equipment/property being considered for disposal is one of the following:

- ☐ Excess to needs. No replacement needed or trade requested.
- ☐ Unserviceable--beyond economical repair.
- ☐ Obsolete--beyond economical upgrade and is no longer useful to its original design or intended end use. Replacement or trade may or may not be needed.
- ☐ Determine original acquisition method. If undeterminable, then dispose of the property as if acquired with APF.

Step 3 Determine appropriate disposition procedures based on type of property.

IF:	THEN:
The excess property was purchased with APF	Transfer property to supply office/Defense Reutilization and Marketing Office (DRMO). Complete Steps 4-10.
The funding source is unidentifiable, it is treated as APF property	
Your FFR organization is NOT authorized to process property dispositions	
The excess property was purchased with NAF	Complete Steps 11-22.
The property is unserviceable/obsolete	Go to step 23.
The property is abandoned personal property	Go to Step 24.

NOTE: If dealing with lost/stolen property, go to Ensure Proper Disposition of Lost/Stolen Property, Equipment, or Vehicles.

APF EQUIPMENT DISPOSAL

- Step 4** Prepare a request for disposal of APF property using a NAVCOMPT Form 2212, Certificate of Disposition or similar local form. (See example at end of this task.)
- Step 5** Forward the Certificate of Disposition request to your immediate supervisor for review, forwarding and authorization by the FFR Director.
- The Business/Property Office typically prepares a DD Form 1348-1, DoD Single Line Item Release/Receipt Document for the FFR Director's/site manager's signature.
 - By signing the 1348-1, the FFR Director/site manager approves the transfer of the excess property.
- Step 6** When the disposal paperwork is returned to you, forward the signed 1348-1, Single Line Item Release/Receipt Document, along with the property to be disposed of to the supply office or DRMO.

NOTE: Call ahead to coordinate the details with your APF Property Office.
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- Step 7** Coordinate the transfer of the equipment with the supply office or DRMO to make sure they will accept the item(s). (APF property **cannot** be transferred directly to NAF Cat "C" Programs.)

☐ Follow their procedures.

- Follow all requirements and procedures for handling, storing and moving/shipping for:
 - Hazardous materials (HAZMAT).
 - Computers. (All hard drives are to be "crashed")
 - Fragile equipment.
 - Dates & times.
 - Pickup/delivery.

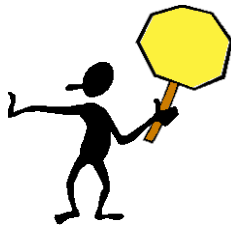
☐ Contact your immediate supervisor and/or FFR Headquarters via your chain of command.

Step 8 Verify the property control office has been notified of property disposition so control records can be adjusted.

Step 9 Follow-up with the FFR Business Office to ensure the disposed property has been removed from your APF property records.

Step 10 Retain copies of all paperwork for future reference.

- DD Form 2212
- DD Form 1348, etc.



Stop here! You have completed the steps for APF Property Disposal.

NAF EXCESS PROPERTY (EQUIPMENT) DISPOSAL

Step 11 Assess the condition and value of the excess property, considering the following:

- ☐ Can you justify why the item/property is excess to your needs?
- ☐ What is its condition?
 - Is it still functional?
 - Is it functional, but in need of some minor and economical repair/refurbishment?
 - Or, is it **NOT** worth repairing with regard to your Program, but still of some cash value or usefulness to someone else?
- ☐ Gather and review all applicable records, history, and paperwork.
- ☐ Ask the FFR Business Office to describe the financial impact, if any, of writing-off (fully depreciating) this item.
- ☐ Use your professional network to determine:
 - The range of its value and usefulness.
 - Who might be interested in the property?
 - Whether it is obsolete or nearly so.

Step 12 Based on the above assessment, decide, in the order listed below, which of the following you would recommend be done with this NAF property.

IF YOU COULD:	THEN:
Continue to use it in your Program.	Stop here.
Use in another NAF Program within your FFR Department.	Transfer the property.
Use as trade-in for purchase of like replacement item(s).	Trade-in the property.
Communicate with region for use at another Navy FFR Department.	Accomplish the communications and if the property can be used elsewhere, transfer it.
Use appropriate and authorized disposal methods to recover costs.	<p>Dispose of the property and recover costs.</p> <ul style="list-style-type: none"> • Use sealed bid method. (Property can fall in any value range) • Use the garage sale method. (You can use the garage sale method as frequently as the FFR director/site manager deems necessary to efficiently dispose of excess NAF property and only applies to property <u>with an original acquisition cost of \$1000 or less.</u>) • Use public auction method. (You can use public auctions to dispose of excess NAF property, including: vehicles, boats, trailers, campers, and other equipment <u>regardless of the original purchase price.</u>) <ul style="list-style-type: none"> - The auction may include bidders from the civilian sector. - Auction proceeds will be retained by the local or regional FFR Fund as appropriate.
Transfer to DRMO for salvage.	<ol style="list-style-type: none"> 1. Complete DRMO transfer procedures. 2. Transfer the property to DRMO.

Step 13 Notify your immediate supervisor that you have excess property and explain the following:

- ☐ Why it is excess to your Program.
- ☐ Its history.
- ☐ Its condition.
- ☐ Its value.
- ☐ Financial impact of disposal.
- ☐ Your recommendation for the property's disposition.

Step 14 Based on Steps 11-13 above, ask your immediate supervisor to tell you the most appropriate disposal action for your excess NAF property.

NOTE: It is always in your best interest to recover your costs first, then reuse equipment within your Program or the NAF Program of another Navy FFR Department. Always try to get the maximum benefit for your Program...trade in toward purchase or get cash for your excess stuff.

Your immediate supervisor will get guidance from the FFR Director and/or the FFR Business Office as to the most appropriate disposal method.

The FFR Department will get guidance from the CNIC FFR Support Division, Facilities and Acquisitions Branch (N944) to dispose of excess, serviceable automotive vehicles. You will be advised by FFR Headquarters to turn in UNSERVICEABLE excess NAF automotive vehicles to DRMO. (See Step 22.)

In no instances shall property be donated to any individual or any civilian organization.

Step 15 Based on the directions from your immediate supervisor, complete the appropriate disposal steps for your excess property. See table below:

IF DISPOSAL DIRECTIONS ARE:	THEN:
Transfer to a NAFI within your own FFR Department	Go to step 16.
Trade-in for like item	Go to step 17.
Transfer to the NAFI of another Navy FFR Department	Go to step 18.
Sell in sealed bid sale	Go to step 19.
Sell at garage sale	Go to step 20.
Sell at public auction	Go to step 21.
Turn in to DRMO	Go to step 22.

Step 16 Transfer the excess property to a NAFI *within* your own FFR Department.

- ☐ Communicate and coordinate the actual transfer date, time, and delivery method(s) with the receiving manager/supervisor.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the new accountability.
 - Use NAVCOMPT Form 742, Property & Depreciation Record, if applicable.

Step 17 Process the excess property as a "TRADE-IN" against a like item. (e.g., mowers, tractors, vehicles, machinery, etc.)

- ☐ Prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that "Trade-In" is annotated in the "Reason for Disposition" column. (See example at end of this task.)
- ☐ Ensure you have evidence that the dealer received item. (e.g., signature, stamp, receipt/transfer docs, etc.)
- ☐ Ensure evidence of the agreed upon monetary value of the trade-in item is indicated or attached to the new item invoice/sales documents.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Installation Commanding Officer's signature.
 - The FFR Business typically prepares a 1348-1, DoD Single Line Item Release/Receipt Document for the FFR Director's/site manager's signature.
 - The FFR Director/site manager signs the completed DD Form 1348 to authorize transfer of the excess property.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.

Step 18 Transfer the excess property to a NAFI within another FFR Department.

- ☐ Communicate and coordinate the actual transfer date, time, and delivery method(s) with the receiving FFR Department.
- ☐ Ensure receiving activity pays transportation/shipping costs.
- ☐ Provide applicable property data to your FFR Business Office so that they can process the documentation to transfer this excess property to the receiving NAFI.
- ☐ Prepare and forward the Certificate of Disposition (NAVCOMPT Form 2212) for the FFR Director's/site manager's and Installation Commanding Officer's (CO's) signatures.
 - The FFR Business typically prepares a 1348-1, DoD Single Line Item Release/Receipt Document for the FFR Director's/site manager's signature.
 - The FFR Director/site manager signs the completed DD Form 1348-1 to authorize transfer of the excess property.
- ☐ Ensure the Requisition and Invoice/Shipping Document (DD Form 1149) is annotated and signed by receiving activity.
- ☐ Coordinate or assist as applicable in the actual transfer of the property.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.

Step 19 Dispose of the excess property by a "sealed bid" sale. (These type sales are typically done in concert with other FFR Programs.)

- ☐ Ensure you have a Title or a Certificate of Origin for vehicles, boats, campers and trailers, etc., or, if not, use SF-97, U.S. Government Release of Motor Vehicle. (See sample at end of this task.)
- ☐ Prepare your local form/memo for disposal of excess property by "sealed bid" sale.
- ☐ Forward this form or memo for review and signature by the FFR Director and Installation Commanding Officer.
- ☐ Ensure your form/memo includes the following wording, "This/these item(s) of property will be sold by sealed bid sale."
- ☐ Determine a "fair market" value and set a sale limit.
- ☐ Prepare the excess property for examination by potential bidders.
- ☐ If assigned by your immediate supervisor, monitor bidding procedure to ensure compliance with policy:
 - Allow appropriate amount of time for eligible bidders to screen items.
 - Bidders must be persons authorized to use FFR Programs and facilities.
 - Close all bidding at a preset date/time.
- ☐ After the sealed bids have been opened and the successful bidder identified/notified, prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that "Sealed Bid Sale" is recorded in the "Reason for Disposition" column and other supporting documents are attached.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Installation Commanding Officer's signature.
- ☐ Ensure NAVCOMPT Form 2211, Daily Activity Record (DAR) reflects money received from sale.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.

NOTE:	<p>If the highest bidder backs out before the completion of the sale, revert to the next highest bid.</p> <p>If the request for bid includes a requirement for a deposit, it should be stated as non-refundable. If a bidder backs out of an accepted bid, his/her deposit is forfeited.</p> <p>If property is not sold, hold for future sale or other disposal method.</p>
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SUPPORT SERVICES JOB AID

Step 20 Dispose of the excess property by a sale at a “garage sale”. (These type sales are typically done in concert with other NAF Programs.)

- ☐ Ensure this disposal method is accomplished in accordance with the following:

IF:	THEN:
Any individual item of your excess NAF equipment <u>initially</u> cost MORE than \$1000	<ol style="list-style-type: none">1. You CANNOT dispose of the item using the garage sale method.2. You must use a sealed bid or other disposal method.3. Return to the table in Step 15.
Each of your excess NAF property items cost \$1000 or LESS	<ol style="list-style-type: none">1. You CAN dispose of the item using the garage sale method.2. Continue with the items below this table.

- ☐ Ensure you have the FFR Director's/site manager's authorization to sell the property by the garage sale method. These can be conducted as frequently as the director/site manager deems appropriate to efficiently dispose of excess NAF property.
- ☐ Ensure proper cash handling and sales procedures are used during the selling process
- Ask related businesses, service reps, dealers, etc., to determine "fair" market value.
 - Affix price tag to each item.
- ☐ After the garage sale prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that "Garage Sale" and sales information is recorded in the "Reason for Disposition" column and other supporting documents are attached.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Commanding Officer's signature.
- ☐ Ensure NAVCOMPT Form 2211, Daily Activity Record (DAR) reflects money received from sale.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.
- ☐ Complete Step 22 for all items not sold during the garage sale.

- Step 21** Dispose of the excess property by a sale at “public auction”. (These type sales are typically done in concert with other NAF Programs.)
- ☐ Ensure you have a Title or a Certificate of Origin for vehicles, boats, campers and trailers, etc., or, if not, use SF-97, U.S. Government Release of Motor Vehicle. (See sample at end of task.)
 - ☐ Prepare the excess property for examination by potential bidders.
 - ☐ Ensure you have the FFR Director's/site manager's authorization to sell the property at public auction. These can be conducted as frequently as the FFR director/site manager deems appropriate to efficiently dispose of excess NAF property.
 - ☐ If using the services of a commercial auctioneer, pay them a flat fee in lieu of commission for services rendered. A skilled auctioneer can significantly enhance the auction and motivate buyers.
 - ☐ Ensure that the public has access to the auction location as appropriate (off-base sites are ideal).
 - ☐ Ensure that lot numbers, lot inventory, and lot winning bid and bidder number are recorded by FFR. The auctioneer can duplicate this recording, but ensure that you reconcile these records after each sale.
 - ☐ Ensure that all parties are able to view property prior to auction. Recommend you allow access 2-3 hours before start of auction to limit security requirements.
 - ☐ Ensure you have established controls to safeguard the FFR department against liability for the NAF property being acquired by others. These safeguards include:
 - Executed Hold Harmless agreements or acknowledgement of risks forms. These forms should be approved by local Staff Judge Advocate or servicing General Counsel and retained on file at FFR.
 - All equipment that is in repairable condition should have its condition listed on the inventory/property record and disclosed during the viewing or by auctioneer prior to bidding.
 - FFR should disclose any safety precautions on the use of equipment to prospective bidders.

**Step 21
(cont.)**

- ☐ Ensure that demilitarized firearms or ammunition are not sold at auction. These items should be turned into the servicing DRMO.
- ☐ Ensure that all parties understand that all sales are final; property security is the buyer's responsibility once bought; property must be removed; and no property can be returned.
- ☐ Ensure that NAFI employees, APF or NAF, and their family members are prohibited from purchasing NAF property at a public auction.
- ☐ After the public auction prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that "Public Auction" and sales information is recorded in the "Reason for Disposition" column and other supporting documents are attached.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Commanding Officer's signature.
- ☐ Ensure NAVCOMPT Form 2211, Daily Activity Record (DAR) reflects money received from sale.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.
- ☐ Complete Step 22 for all items not sold during the public auction.

Step 22 Process disposition of excess property for turn-in to supply office or the DRMO office.

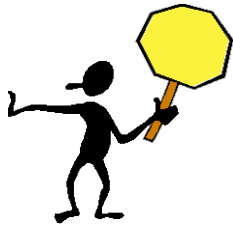
- ☐ Prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that, "This/these item(s) of property will be turned in to DRMO" is recorded in the "Reason for Disposition" column and other supporting documents are attached.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Commanding Officer's signature.
 - The Business/Property Office typically prepares a 1348-1, DoD Single Line Item Release/Receipt Document for the FFR Director's/site manager's signature.
 - The FFR Director/site manager signs the completed DD Form 1348 to authorize transfer of the excess property.
- ☐ Make sure the DRMO has the space available to receive the property to be turned-in. (You may have to retain item(s) until space is available.)
- ☐ Ensure DD Form 1348-1, DoD Single Line Item Release/Receipt Document contains the following citation:

"I certify that the property was procured from nonappropriated funds (NAF).
Proceeds received will be payable to:

<p>_____(name)_____, FFR Director _____(organization) _____(address)</p>
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- ☐ Ensure you obtain an annotated and signed copy of DD Form 1348-1, DoD Single Line Item Release/Receipt Document from DRMO.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.

<p>NOTE: Send a memo or DD Form 1342 to CNIC FFR Headquarters (N944) when disposing of special purpose vehicles. (Vehicles designed for uses other than on highways. e.g., tractors, mowers, sweepers, etc.) Describe disposal method, date, and USN #.</p> <p>See CNICINST 1710.3, Operation of Morale, Welfare, and Recreation MWR Programs for a definition of this type equipment.</p>



Stop here! You have completed the steps for NAF Property Disposal.

UNSERVICEABLE/OBSOLETE NAF PROPERTY

Step 23 Complete disposition actions for **unserviceable/obsolete** property.

IF:	THEN:
Any individual item of your unserviceable/obsolete FFR equipment <u>initially</u> cost MORE than \$300	<ol style="list-style-type: none"> 1. You can NOT directly dispose of that item. 2. You must transfer that item to DRMO using the procedure below.
Each of your unserviceable/obsolete property items cost \$300 or LESS	<ol style="list-style-type: none"> 1. You can dispose of the item(s) locally. 2. You must have two disinterested witnesses who are NOT property custodians observe your destructive disposal. 3. Have the two witnesses verify in writing that they observed the disposal. (Typically recorded on the Certificate of Disposition.) 4. Retain a record copy of the disposal documentation.

- ☐ Prepare the NAVCOMPT Form 2212, Certificate of Disposition, ensuring that, "This/these item(s) of unserviceable/obsolete property will be turned in to DRMO" is recorded in the "Reason for Disposition" column and other supporting documents are attached.
- ☐ Forward the NAVCOMPT Form 2212, Certificate of Disposition, for the FFR Director's/site manager's and Commanding Officer's signature.
- ☐ Make sure DRMO has the space available to receive the property to be turned-in. (You may have to retain item(s) until space is available.)
- ☐ Ensure DD Form 1348-1, DoD Single Line Item Release/Receipt Document contains the following citation:

"I certify that the property was procured from nonappropriated funds (NAF).
Proceeds received will be payable to:

<p>_____(name)_____, FFR Director</p> <p>_____(organization)_____</p> <p>_____(address)_____</p>
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- ☐ Ensure you obtain an annotated and signed copy of DD Form 1348-1, DoD Single Line Item Release/Receipt Document from DRMO.
- ☐ Follow-up with your FFR Business Office to ensure your property records are changed to reflect the changed property accountability.

ABANDONED/LOST PERSONAL PROPERTY

NOTE: The disposition of abandoned or lost personal property is not the responsibility of the FFR Department, or specifically, the FFR Program. It is a function of the Command. The FFR Department may, at the direction of the Command, perform the work and the FFR Fund would benefit financially. This is similar to operating a recycling program on the installation. If the Command directs FFR to manage this program, FFR would enter into a Memorandum of Agreement (MOA) following the guidance set forth in 10 USC 2492. The FFR Fund would be compensated for the management of the program. The terms and amount of compensation would be separate from any revenues generated from the sale of personal property.

Step 24 Determine timing for disposition procedure for Abandoned Personal property. (Principally cars, trucks, vans, boats, trailers, etc.)

IF PROPERTY VALUE IS :	THEN:
\$300 or less	<ol style="list-style-type: none">1. Hold until you are satisfied the property is truly abandoned/lost.2. Once satisfied, disposal is authorized.
More than \$300	<ol style="list-style-type: none">1. Hold for 45 days for owner to reclaim the property.2. Move to a designated storage point on the installation.3. Hold at designated storage point for 45 additional days.4. Disposal is authorized.

Step 25 Dispose of abandoned personal property. (Use the following checklist to ensure monies are handled properly.)

NOTE: CNICINST 1710.3, Operation of Morale, Welfare, and Recreation MWR Programs provides guidance on disposition of abandoned property. Be clear on all the legal ramifications before disposing of abandoned property.

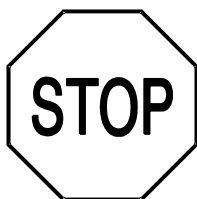
In all cases, communicate with every Department that may have an interest. **These may include:**

- DRMO.
- FFR Business Office.
- Legal office.

Get everything in writing when dealing with other Departments or agencies.

- ☐ All costs incurred to dispose of property are documented.
- ☐ Only documented and directly related costs are retained from proceeds of sale(s).
- ☐ All proceeds greater than related costs are forwarded to the U.S. Treasury.
- ☐ Proceeds from one item are not used to offset costs of another item(s).
- ☐ All documentation is kept on file for 5 years.

NOTE: 10 USC 2575 requires that proceeds be available for claims by owners and their heirs after the property is sold. Thus, any proceeds retained are subject to reclamation by the U.S. Treasury to honor claims for up to 5 years after disposal of the item.



Congratulations! You've completed this task.

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SAMPLE CERTIFICATE OF DISPOSITION

CERTIFICATE OF DISPOSITION NAVCOMPT FORM 2212 (10-71)		ACTIVITY NAME/LOCATION NAVSTA CRABBANK		
		DATE 2 Jul YR	SHEET OF 1 1	
DESCRIPTION OF ITEM	UNITS	UNIT COST	TOTAL VALUE	REASON FOR DISPOSITION
21" Zenith Color TV	3	\$410	\$1230	Obsolete (Trade in \$375 toward \$1700 big screen RCA)
Pargo Cart	1	\$2375	\$2375	Transferred to NAVSTA Blue Sky
Forge Walk-in Refrigerator	1	\$7500	\$7500	Broken beyond economical repair APF Turned in to DRMO
SIGNATURE OF MESS TREASURER/CUSTODIAN OF RECREATION FUND Mark Anderson Mark Anderson, MWR Dir.			APPROVED BY COMMANDING OFFICER Phil P. Wilson, III CAPT Phil P. Wilson, III, USN	

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**THE UNITED STATES GOVERNMENT
CERTIFICATE OF RELEASE OF A MOTOR VEHICLE**
(See instructions on reverse)

Certificate No.

The undersigned DEPARTMENT or AGENCY of the UNITED STATES GOVERNMENT certifies that the motor vehicle described herein, the property of the United States Government, has been transferred this _____ day of _____ 19 _____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the UNITED STATES GOVERNMENT.

TRANSFEREE (Name of dealer, individual, etc.)

ADDRESS OF TRANSFEE (Please include ZIP code)

TRANSFEROR (Accountable Office; i.e., department or agency; sub-units and address, including ZIP code)

MAKE OF VEHICLE	YEAR	SERIES OR MODEL	ENGINE NO.	MANUFACTURER'S SERIAL NO.
TYPE OF VEHICLE *			KIND OF BODY H	
NUMBER OF CYLINDERS	HP.(SAE) †	FUEL	NUMBER OF AXLES	NUMBER OF DUAL WHEELS I
				TIRES <input type="checkbox"/> SOLID <input type="checkbox"/> PNEUMATIC
WEIGHT (Shipping)	NO. OF PASSENGERS I	WHEELBASE J	MANUFACTURER'S RATED CAPACITY	SALE PRICE

ODOMETER MILEAGE STATEMENT

Federal Regulations require you to state the odometer mileage upon transfer of ownership. An inaccurate or untruthful statement may make you liable for damages to your transferee, for attorney fees, and for civil or criminal penalties, pursuant to Sections 409, 412, and 413 of the Motor Vehicle Information and Cost Savings Act of 1972 (Public Law 92-513, as amended by Public Law 94-364). I, _____ state that to the best of my knowledge, based upon United States Government records, the odometer of the vehicle described above reads _____ miles/kilometers.

CHECK ONE BOX ONLY:

- ☐ 1. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading stated above reflects the actual mileage of the vehicle described above.
- ☐ 2. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading stated above reflects the amount of mileage in excess of designed mechanical odometer limit of 99,999 miles/kilometers of the vehicle described above.
- ☐ 3. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading stated above is not the actual mileage of the vehicle described above and should not be relied upon.

CHECK ONE BOX ONLY:

- ☐ 4. I HEREBY CERTIFY that to the best of my knowledge, the odometer of said vehicle was not altered, set back, or disconnected while in my possession and I have no knowledge of anyone else doing so.
- ☐ 5. I HEREBY CERTIFY that to the best of my knowledge, the odometer was altered for repair or replacement purposes while in my possession, and that the mileage registered on the repaired or replacement odometer was identical to that before such service.
- ☐ 6. I HEREBY CERTIFY that to the best of my knowledge, the repaired or replacement odometer was incapable of registering the same mileage, that it was reset to zero, and that the mileage on the original odometer or the odometer before repair was _____.

SIGNATURE OF TRANSFEROR'S (Seller's) REPRESENTATIVE	Title	Date
Signature or Transferee (Buyer)		Date

INSTRUCTIONS

1. This certificate or release, to include the Odometer Mileage Statement, constitutes an official transfer of the vehicle described hereon, and formally evidences its release from the custody of the United States Government to the designated transferee.
2. The filing of this certificate shall be governed by the requirements of applicable local law.
3. The information required on the Certificate of Release, to include the Odometer Mileage Statement, shall be furnished in all applicable transactions. An incomplete form, particularly an inadequate description, may delay the issuance of a State title.
4. All certificate and copies shall be numbered consecutively by the using agency, such numbers to be typed or overprinted on all copies in the certificate number space provided.
5. The completed certificate, to include the Odometer Mileage Statement, shall be available to the transferee concurrently with the release of the vehicle.
6. Items of description, designated by a double dagger, are to be used **only** where applicable. They do not apply to **all** types of vehicles. Examples are as follows: number of dual wheels applies only to trucks; SAE horsepower, wheel-base, and engine number are required by some States; number of passengers applies only to motor bus capacity; etc.

DoD PROPERTY RECORD		1. <input type="checkbox"/> Active <input type="checkbox"/> Initial <input type="checkbox"/> Idle <input type="checkbox"/> Change		2. Julian Date		3. I.D./Government Tag No.		Form Approved OMB No. 22-R0209			
		SECTION I - INVENTORY RECORD									
4. COMMODITY CODE	5. STOCK NUMBER	6. ACQUISITION COST	7. TYPE CODE	8. YR OF MFG	9. POWER CODE	10. STATUS CODE	11. SVC CODE	12. COMM AND CODE	13. ADM OFFICE CODE		
14. NAME OF MANUFACTURER				15. MFR'S CODE	16. MANUFACTURER'S MODEL NO.			17. MANUFACTURER'S SERIAL NO.			
18. LENGTH	19. WIDTH	20.	21.	22. CERTIFICATE OF NON-AVAILABILITY NUMBER		23. PEP NO.	24. A R D	25. CONTRACT NO.			
26. DESCRIPTION AND CAPACITY CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO											
27. ELECTRICAL CHARACTERISTICS											
QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	A C	D C	S P E E D	TYPE AND FRAME NUMBER			
28. PRESENT LOCATION							28a. DIPEC CONTROL NO.				
							29. POSSESSOR CODE				
SECTION II - INSPECTION RECORD											
				YES	NO					YES	NO
30. CAN ITEM BE STORED ON SITE AND MAINTAINED FOR AT LEAST 12 MONTHS?						42. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?				\$	
31. HAS ITEM BEEN REBUILT/OVERHAULED? IF SO, WHEN?				DATE:		43. DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO, EXPLAIN UNDER REMARKS BELOW.					
32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW.						44. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW.					
33. WAS ITEM INSPECTED UNDER POWER? IF NOT, EXPLAIN UNDER REMARKS BELOW.						45. ARE SCALES, DIALS AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW.					
34. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW.						46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.					
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW.						47. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.					
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?						48. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?					
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?						49. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 28 ABOVE.					
38. WAS ITEM USED ON A FINISHING OPERATION?						50. ESTIMATED COST FOR PACKAGING, CRATING, HANDLING.				\$	
39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?						51. INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION.				\$	
40. IS ITEM SERVICEABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COSTS.				\$		52. CONDITION CODE.				\$	
41. IS ITEM IN OPERABLE CONDITION?						53. OPERATING TEST CODE.				\$	
SECTION III - REMARKS											
54. REMARKS:											
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO											
SECTION IV - DISPOSITION RECORD											
55. CONSIGNEE (NAME AND ADDRESS INCLUDING ZIP CODE)					56. TYPE OF DISPOSITION <input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT				56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD		
SECTION V - VALIDATION RECORD											
57. VALIDATION (TYPED NAME(S) AND SIGNATURE(S))											

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