

NETL F 580.1-19  
 (03/2001) OPI=BL60  
 (Previous Editions Obsolete)

**U.S. DEPARTMENT OF ENERGY**  
**PROPERTY RETIREMENT**  
**WORK ORDER AUTHORIZATION**

<b>DATE:</b>
<b>REPORT NUMBER:</b>

<b>TO: PROPERTY MANAGEMENT UNIT</b>	<b>STATUS OF PROPERTY (* Explain Below)</b> <input type="checkbox"/> Loss <input type="checkbox"/> Unserviceable <input type="checkbox"/> Theft <input type="checkbox"/> Inventory Shortage <input type="checkbox"/> Damage <input type="checkbox"/> Other _____
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**RETIREMENT AUTHORIZATION FOR PROPERTY LISTED BELOW**

ITEM NO.	PROPERTY NUMBER	DESCRIPTION	UNIT	UNIT COST	QUANTITY	TOTAL COST
(If additional space is needed use additional sheets)					<b>TOTAL</b>	

**\* EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY**

*I certify that the foregoing statement is accurate and complete to the best of my knowledge.*

\_\_\_\_\_ (Date)

\_\_\_\_\_  
 (Signature of Responsible Party)

**ACCOUNTABLE PROPERTY OFFICER STATEMENT & RECOMMENDATIONS**

\_\_\_\_\_ (Date)

\_\_\_\_\_  
 (Signature of Accountable Property Officer)

**PROPERTY MANAGEMENT OFFICER**

Retirement Authorization Approved  
 Referred to Board of Survey  
 Other

\_\_\_\_\_ (Date)

\_\_\_\_\_  
 (Signature of Property Management Officer)

**BOARD OF SURVEY (FINDINGS AND RECOMMENDATIONS)**

WE CERTIFY THAT WE HAVE PERSONALLY INSPECTED THE PROPERTY LISTED HEREON AND FIND ITS CONDITIONS TO BE AS SHOWN. THE FINDINGS AND RECOMMENDATIONS LISTED BELOW SUBSTANTIATE THE RECOMMENDED DISPOSITION.

WE CERTIFY THAT WE HAVE INVESTIGATED THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DAMAGE OF THE PROPERTY LISTED HEREON AND OUR FINDINGS AND RECOMMENDATIONS ARE LISTED BELOW:

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

**PROPERTY MANAGEMENT**

Board of Survey Recommendations:

- Approved
- Disapproved

\_\_\_\_\_  
(Signature of Property Management Officer) (Date)

**REMARKS**

**FINAL ACTION TAKEN**

\_\_\_\_\_  
(Signature of Property Management Officer) (Date)