FREE SAMPLE — one complete SOP from the Internal SOP Starter Library, a Nothing Dropped product. The full library carries eight procedures at this standard. Questions about this sample: nothingdropped.realproperty@gmail.com.

STANDARD OPERATING PROCEDURE — DISPOSAL APPROVAL AND TRANSFER OF REAL PROPERTY: THE DA FORM 337 AND DD FORM 1354 PAIRING

[ORGANIZATION NAME]

Document number: [LOCAL SOP NUMBER]

Version: 1.0 — [ADOPTION DATE]

Status: TEMPLATE — localize the [BRACKETED] fields, route for approval, then adopt. Not in effect until the APPROVED BY block is signed.

MAKE IT YOURS: This is an editable master. Replace every [BRACKETED] field with your organization's own names, titles, and systems. The full Internal SOP Starter Library carries the complete MAKE IT YOURS formatting guide — masthead, font, and renumbering help.

APPROVAL AND CONCURRENCE SHEET

Prepared by — the preparer signs as the author of this procedure. That signature is authorship only; it does not approve anything.

Name / Title: [PREPARER NAME], [TITLE] — Signature: _____ Date: _____

Review and concurrence — each reviewer marks one box. A non-concur states the reason on the remarks line; the reason travels with this sheet to the approving authority.

[REVIEWER 1 NAME / TITLE]: [ ] CONCUR — [ ] NON-CONCUR — Signature: _____ Date: _____

Remarks:

_____

[REVIEWER 2 NAME / TITLE]: [ ] CONCUR — [ ] NON-CONCUR — Signature: _____ Date: _____

Remarks:

_____

Approved by — the approving authority's signature puts this procedure in effect.

[APPROVING AUTHORITY NAME / TITLE] — Signature: _____ Date: _____

ANNUAL REVIEW AND REAPPROVAL RECORD

The approving authority reviews this procedure once each fiscal year. The procedure remains in effect between reviews unless superseded or rescinded. A revision carries the next version number and is routed on a new approval sheet; superseded versions are retained on the file.

Fiscal year	Reviewed by (name / title)	Signature	Date	Outcome
[FY]				[ ] Reapproved without change — [ ] Revised, new version: _____
[FY]				[ ] Reapproved without change — [ ] Revised, new version: _____
[FY]				[ ] Reapproved without change — [ ] Revised, new version: _____
[FY]				[ ] Reapproved without change — [ ] Revised, new version: _____

1. PURPOSE

This procedure governs how real property leaves the book and how completed work enters it. It pairs the two instruments that do that work and fixes the order they move in, so that no asset is demolished, transferred, or written off before it is approved — and no completed asset sits off the book because its paper never moved.

2. THE ORGANIZING PRINCIPLE

The DA Form 337 is the approver. The DD Form 1354 is the action.

- The **337** carries the decision: what is disposed of, why, at what value, approved by whom. Nothing is demolished, transferred out, or removed from accountability until a 337 approving it is signed.
- The **1354** carries the transaction: it records the transfer, the acceptance, and the capitalized value of real property — onto the book when work completes or an asset is received, off the book when a disposal executes.
- One transaction may need both. The 337 always comes first in time. A 1354 that removes an asset without an approved 337 behind it is a defect, and it is treated as one.

3. REFERENCES

- UFC 1-300-08, Criteria for Transfer and Acceptance of DoD Real Property
- AR 405-90, Disposition of Real Estate
- AR 405-45, Real Property Inventory Management
- DA Pam 405-45, Real Property Inventory Management User's Manual
- AR 420-1, Army Facilities Management
- AR 405-70, Utilization of Real Property
- [LOCAL ADDITIONS: your organization's governing issuances]

4. ROLES

- **The Real Property Officer (RPO)** — owns this procedure, the register, and the book.
- **The Registrar** — assigns serial and voucher numbers, keeps the voucher log, files the packets.
- **The Preparer** — the specialist who builds the packet from the source paper.
- **The Estimator** — certifies value where a threshold determination is required.
- **The Approving Authority** — signs the 337 and approves disposals at the level [LOCAL DELEGATION] sets.

5. THE SEQUENCE

5.1 Initiation

1. A disposal or transfer begins on a requirement document: [WORK REQUEST FORM / PROJECT FORM / LOCAL EQUIVALENTS — e.g., the installation work-request, project, or requirements forms your organization uses].

2. The Registrar opens a register entry at initiation — not at completion. The entry carries the site, the assets touched, and the requirement reference.

3. Scope is set from the paper, not from conversation. Scour the requirement documents word for word before anything is drafted.

5.2 The 337 — approval before action

1. The Preparer drafts the DA Form 337 naming every asset proposed for disposal, by facility number and unique identifier, with the value the record carries.

2. Before routing, the packet clears the standing screens:

- ☐ Historic / preservation review completed or documented as not applicable [LOCAL REVIEW AUTHORITY].
- ☐ Screening for reuse by other organizations completed [LOCAL SCREENING PROCESS — e.g., excess-property screening required by law or policy].
- ☐ Environmental considerations identified and routed.
- ☐ Estimator's certification recorded where the value crosses the [LOCAL THRESHOLD — e.g., $50,000] line that triggers it.

3. The Approving Authority signs the 337. **Only now is anything demolished, transferred, or struck.**

5.3 Execution

1. The work executes against the approved 337. Deviations — an asset found to differ from the paper, an asset discovered that is not named — stop the line for that asset until the paper is corrected. Nothing is disposed of on a guess.

2. Demolition and removal are captured on the **interim** DD Form 1354 as the transaction occurs, per UFC 1-300-08.

3. Relocations are not disposals. An asset that moved is corrected in the record; it is not written off and re-added.

5.4 The 1354 cycle

1. **Draft** — prepared when the project or transaction takes shape; carries the expected assets and values.

2. **Interim** — issued at transfer, beneficial occupancy, or demolition capture; records what actually changed hands or came down.

3. **Final** — issued when the transaction is complete, no later than **[12] months after beneficial occupancy or completion**, with the final capitalized values.

4. A standalone demolition with no surviving construction may be vouchered on the 337 in lieu of a separate 1354 where the governing regulation permits — the register entry states that election on its face.

5.5 Administrative disposals

The administrative lane exists for record corrections only: duplicate entries, assets recorded in error, corrections where no physical disposal occurred. It is papered with the evidence of the error. It is never used to dispose of a physical asset without approval — that is the 337 lane, always.

6. FORM-FIDELITY RULES

1. Fill the true published blank forms. Never recreate, retype, or typeset a lookalike of a controlled form.

2. The TOTAL COST of the transaction appears on page 1 of the 337.

3. Quantities on the forms are solid: a stated quantity, unit, and value for every line. A line that cannot be quantified from the paper is held, not estimated silently.

4. The value carried is the record value. Where sources conflict, the conflict is named on the packet and resolved by the RPO before signature — never averaged, never guessed.

5. The serial number on every instrument comes from the register. No instrument is numbered by hand from memory.

6. Identifiers match across the packet: the facility number and unique identifier on the 337 are the ones on the 1354 are the ones in the register. A mismatch is a stop.

7. SCOPE DISCIPLINE

1. Work the whole site, not the one asset named in the request: when a transaction touches a site, check the packet against the site's full record.

2. An asset found on the ground but not in the paper is identified before it is acted on — by comparison against the record, by the site file, by the inspection record. Unidentified assets are held and flagged, never swept into a disposal.

3. **Nothing is disposed of on a guess.** An asset whose identity, value, or status cannot be proven from the paper stays on the book, flagged, until the proof exists.

4. What the paper does not say, the packet does not claim.

8. FILING

1. The packet — requirement, 337, 1354 set, screens, and supporting paper — files whole under its voucher number in the voucher log. That packet is the frozen evidence of the transaction.

2. A copy of each instrument files into the facility file of **every asset the transaction touches**.

3. For a site-level event, a copy files to the site's home file as well.

4. Originals and source documents stay in their own homes. Copies ride out; originals never move to join a packet.

9. TIMELINESS CLOCKS

- 1354s completed and submitted within **[10] working days** of project or transaction completion.
- Capitalization data entered within **[30] working days** of acceptance.
- 337s completed within **[10] working days** of disposal completion.
- Disposed facilities removed from the inventory within **[30] working days**.
- Final 1354 no later than **[12] months** after beneficial occupancy.

Late items are reported as open items with an owner and a date — never carried silently.

10. LOCALIZE THIS SOP

Field in this template	**Replace with**
[ORGANIZATION NAME]	Your organization
[LOCAL SOP NUMBER]	Your document number
[WORK REQUEST FORM / PROJECT FORM]	Your initiation forms
[LOCAL THRESHOLD]	The value that triggers estimator certification
[LOCAL DELEGATION]	Who may approve disposals, by level
[SYSTEM OF RECORD]	The database your book lives in