

# USDA Forest Service



## FEPP Desk Guide

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# Zero Code – Introduction

## 1. FEPP Desk Guide Availability

- a) This handbook is for the management and use of FEPP property on loan to State Forestry agencies. Official guidance is found in the FSM 3109.12 and the Desk Guide provides additional information to interpret the official directive.
- b) Print versions are available through the U.S. Department of Agriculture (USDA) Forest Service (FS) Regional FEPP Property Management Officers. Online versions can be downloaded from the FEPP website: <https://www.fs.fed.us/managing-land/fire/fepp>
- c) Updates will be provided by the Regional and National Managers as they become available. A list of FEPP Property Management Contacts can be found on the web: <https://www.fs.fed.us/managing-land/fire/fepp>

## 2. Program Purpose and Visibility

The Federal Excess Personal Property (FEPP) Program refers to Forest Service owned property that is on loan to a State Accountable Officer for wildland and rural firefighting. Most of this property originally was the property of the Department of Defense (DoD) or another Federal agency and became excess to their needs.

The FEPP Desk Guide is written to clarify and amplify Forest Service Handbook (FSH) 3109.12, Property Acquisition Assistance Handbook. If there are conflicts between the two, FSH 3109.12 shall prevail. This direction is for the management and use of FEPP on loan to State Forestry Agency and their cooperators.

The General Accounting Office investigates the FEPP program periodically and reports the findings to Congress. The United States Department of Agriculture (USDA), office of the Inspector General (OIG), audits the program periodically to ensure FEPP policy and procedures are in accordance with General Services Administration (GSA), the USDA and Forest Service direction.

The Desk Guide is for the management, use, and disposal of FEPP and may be updated periodically. Any comments should be sent to the Regional or area FEPP Property Management Officers or to:

**National FEPP Program Manager, USDA Forest Service  
Fire & Aviation Management  
1400 Independence Ave, SW  
Washington, DC 20250-1107**

## 3. Authorities

Accountable Officers and the USDA Forest Service have mutually participated in the FEPP program since 1956. This participation stems from Forest Service authorization to furnish fire control stocks to States from Forest Service warehouses. When GSA took over these warehouses, they agreed, in a 1956 Memorandum of Understanding, to stock and distribute fire control equipment and supplies from the GSA Federal Supply Service. This formed the basis of the Forest Service proposal to GSA to make FEPP available to State forestry agencies. After review, GSA administratively agreed to extend this privilege to Accountable Officers or other authorized State officials participating in the Cooperative Fire Protection program.

- a) Program authorities include the Codifying Title 40 United States Code 40 – Public Buildings, Property and Works; the Federal Property and Administrative Services Act of 1949, as amended, (40 U.S.C. 483) and the Cooperative Forestry Assistance Act of 1978, (16 U.S.C. 2101 (note)). Other references and regulations include the USDA Organic Act of 1944, (16 U.S.C. 580a) and the Federal Management Regulations 101-43.309-1; 101-43-313; 101-43-314; in (40 U.S.C. 483).

- b) Section 10(c) of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313), directs the Secretary of Agriculture to encourage use of FEPP by States and local fire forces. This was reaffirmed in a 1991 Memorandum from Kenneth E. Cohen, Assistant General Counsel, USDA, to L.A. Amicarella, USDA Forest Service Fire Director.
- c) Unlike the Volunteer Fire Assistance (VFA) program, which is for the benefit of communities with a population at or below 10,000, recipients of FEPP property need only have a wildland or rural fire responsibility that satisfies the State Accountable Officer.
- d) The FEPP program is a separate and distinct support facility than the Cooperative Fire Protection program. The Federal Government may have one of three types of relationship with non-Federal organizations: grants, contracts, and cooperative agreements. The FEPP program is handled by a cooperative agreement because of the “substantial involvement” between the Forest Service and the individual State Agency.  
**NOTE:** This agreement is not an instrument of the FSM 1580 and does not meet requirements outlined in the FSH 1509.11; therefore, this agreement does not require Grants and Agreements review or processing.  
[FEPP Cooperative Agreement](#)
- e) The United States Department of Agriculture (USDA) Office of the Inspector General (OIG) and the USDA Forest Service, Fire and Aviation Management audits the program periodically. This Handbook is in accordance with USDA Forest Service direction.

## 4. Definitions

**90/10 rule** – The requirement that FEPP be used at least 90 percent of the time for fire or emergency services. Up to 10 percent planned non-fire use is allowed.

**Accelerated Screening** – A method used to screen property that has historically limited transfer and donation utilization.

**Accountable Officer (AO)** - A State Agency representative who has specific responsibilities and is accountable for the program management and the inventory assigned to the subunit.

**Accountable Property** - All FEPP is accountable from acquisition until final disposal. State Cooperators will receipt all FEPP items into the Federal Excess Property Management Inventory System (FEPMIS) for inventory management.

**Acquisition Cost** - The original cost of property to the Federal Government; same as standard price.

**Acquisition Date** – The date the FEPP property acquisition document is approved by the FS.

**Activity Address Code (AAC)** – A six-digit alpha/numeric code assigned by a Federal agency to identify the authorized agency user. The General Services Administration (GSA) assigns an AAC to each office authorized to make procurements. AAC’s contain the delivery address and correspondence mailing and billing addresses. FS AAC’s begin with 12.

**Agency Asset Management System (AAMS)** – The USDA electronic program used to report all Federal excess personal property for internal screening in GSAXcess.

**Allocation** – The process that takes place between screening and the actual input of an order (MILSTRIP). Allocation happens after the FEPP Manager and the USDA Forest Service PMO approves the requested items from a screener and the item is authorized or allocated to the selected screener.

**Area Property Officer (APO)** – GSA field representatives who promotes the property disposal program, educates agency personnel, and assists with technical or unusual disposal problems. Also has responsibility for allocating, screening and inspecting excess property and assisting in property donation and sales.

**Assign** – A function in FEPMIS that issues property from original acquisition to a Station or Warehouse.

**Batch lot** – The process of combining multiple items into one box (or lot) with the same Federal Supply Classification class or group and with a dollar value established limit.

**Cannibalization** – The process of removing usable parts from an inoperable piece of property to repair or improve a similar piece of property.

**Change of Status** – A term used in FEPMIS to report property items that are excess to the agency needs or has been lost, stolen, or damaged. Function is also used to request modification or cannibalization of a Federal inventoried item. [Chapter 30-1](#)

**Condition Codes** – A two-digit combination of the “Supply” condition code and the “Disposal” condition code. The Supply condition code is assigned by the activity turning the property in to the Disposition Services site. The Disposal condition code is assigned by the Disposition Services site receiver after inspection of an item which is used to designate the physical condition of that item. [Chapter 60-2](#)

**Consumable Property** - Personal property that will be "used up" providing its function and intended purpose; loses its identity in use; has no commercial value or the cost of continued handling and care would exceed the estimated proceeds from its sale. Oil, fabricating materials, vehicular parts, and gloves are examples.

**Cooperative Agreement** - A written agreement between Accountable Officers and firefighting agencies, or between Accountable Officers and the USDA Forest Service, that lists terms and conditions of cooperation.

**Cooperator** – A state or rural agency that has signed a written agreement that lists terms and conditions of cooperation and has responsibility in the management, use, and disposal of FEPP.

**Corporate Property Automated Information System - Personal Property (CPAIS-PP)** – The Personal Property Subsystem of the USDA Property Management Information System. This inventory management system is operated from the National Finance Center, New Orleans, LA. Records of all USDA inventoried FEPP (including sensitive FEPP) shall be maintained in CPAIS-PP and FEPMIS by the Forest Service.

**Defense Logistics Agency Disposition Services Site (DLADS)** - Accountable property offices at military installations responsible for property disposal. A subdivision of DLA Headquarters.

**Demilitarization (Demil)** – As defined by the Department of Defense; the act of destroying the military capabilities inherent in certain types of equipment or material, making unusable of any whole item, part, assembly, or component that contains a critical characteristic whose transfer, donation, sale, disposal or unauthorized use would threaten National Security. Such destruction may include deep sea dumping, mutilation, cutting, crushing, scrapping, melting, burning, or alteration to prevent the further use of the item for its originally intended purpose. Additional information can be found in the Demil Manual, DoD 4160.21-M-1. [Chapter 60-1](#)

**Division** – A term used in FEPMIS to identify a section within the state.

**Donation** – Transfer of ownership of surplus property to a qualified Donee (FMR 101-44, Donation of Personal Property), authorized by General Services Administration (GSA).

**Donee** – Any of the following entities that receive Federal surplus personal property through a State Agency for Surplus Property (SASP): a service educational activity; a public agency; an eligible nonprofit tax-exempt educational or public health institution (included providers of assistance to homeless or impoverished families or individuals); a state or local government agency, or a nonprofit organization or institution, that receives funds appropriated for a program for older individuals.

**Durable Property** - Property that has an expected life span of more than 2 years; and/or has a commercial value as an item or for its value in scrap content.

**Excess** – The term used when an item is no longer needed by the user or Accountable Officer.

**Excess Personal Property** – Any personal property under the control of a Federal agency that is not required by the agency in the discharge of its responsibilities, as determine by the agency head or appointee.

**Exchange/Sale** – The practice of trading or selling property that is not excess to the needs of the holding agency but eligible for replacement. The exchange allowance or sale proceeds are used to pay for replacement with a similar item. The authority to trade-in or to sell property and apply the proceeds toward the purchase of new or rebuilt equipment lies with the Federal agency. Exchange/Sale is not authorized in the FEPP program due to the Economy Act.

**Expendable Property** - An item that is consumed or “used up” when applied to use; also referred to as consumable property.

**Fair Market Value** – Estimated sale price of the property on the open market.

**Federal Excess Personal Property (FEPP)** – In the USDA Forest Service, property acquired from excess for loan to the State Accountable Officers for use in rural and/or wildland fire programs. The acronym is used by other Federal agencies as well but has different meanings.

**Federal Excess Property Management Inventory System (FEPMIS)** - The USDA Forest Service-sponsored, FEPP inventory management data base for all records, documentation, and audit processes involved in acquiring, managing, and disposing of FEPP.

**Federal Management Regulation (FMR)** – Prescribes policies concerning property management and related administrative activities for Federal property. Subchapter B provides direction on personal property. [FMR](#)

**Federal Supply Class (FSC)** - The first four digits of the national stock number.

**Federal Supply Group (FSG)** - The first two digits of the national stock number.

**FEPP Manager** – A state cooperator who has been delegated authority by the Accountable Officer in the acquisition, management, use, and disposal of FEPP. [Delegation Letter](#)

**Fire & Aviation Management (F&AM)** - The USDA Forest Service staff group that administers the FEPP program.

**Fire Program** - A combination of activities, including prevention, pre-suppression, and suppression, designed to result in a decrease in losses of wildland.

**Firefighter Property (FFP)** – Property acquired from the Department of Defense for firefighting and emergency services. Authorized under 10\_U.S.C. 2576b.



**Flight Safety Critical Aircraft Parts (FSCAP)** - Any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an un-commanded engine shut-down resulting in an unsafe condition.

**Forest Service Handbook 3109.12 (FSH 3109.12)** – Official Forest Service Handbook that contains operational direction for the FEPP program. The Handbook takes precedence over the Desk Guide.

**Forest Service Manual 6410 (FSM 6410)** – Official Forest Service policy for Personal Property Management, including FEPP.

**Freeze (or frozen)** – A term used to identify property that is held for a customer until the requisition is received. A freeze shows an indicated interest in the transfer of FEPP, it does not reserve property or guarantee disposition.

**General Services Administration (GSA)** – Agency responsible for all Federal Excess Personal Property (to include FEPP) transfer, donation and disposals government wide.

**GSAXcess** – The web based, interactive database that controls the nationwide inventory of excess/surplus property for transfer and donation. GSAXcess sends items to GSA sales after screening release date (SRD).

**Holding Agency** - The office accountable for property although the property may be physically located elsewhere.

**Incidental Use** – The unplanned use of property; occurs without intention or calculation. Usage is subordinate and non-essential to the primary and defined mission. FEPP may be used for fire and emergency response where there is a threat to life or property. Only 10 percent of FEPP usage may be for non-fire or non-emergency use.

**Inventoried Property** - FEPP with an acquisition cost of \$5,000 or greater and sensitive property with any original acquisition cost. These items are to be formally recorded in CPAIS-PP and FEPMIS and physically accounted for at least biennially. [Chapter 10](#)

**Julian Date** – The chronological numbering of the days of the year beginning January 1 through December 31 of any given year. [Julian Date Calendar](#)

**Local Stock Number (LSN)** – The FSC code combined with verbiage describing the property item.

**Login** – A unique identifier for an electronic system, assigned to an authorized person to gain access into a specific program.

**Modification** – The practice of splitting property into multiple items, e.g. a generator set with a trailer could be split into 2 generators and 1 trailer; also includes the practice of removing portions of an item, e.g. removing a dump truck bed from the dump truck to convert the item into a usable piece of fire equipment. Modification of items shall be documented in FEPMIS and CPAIS-PP. [Chapter 20-7](#) Resultant pieces of property shall follow applicable disposal process. [Chapter 30](#)

**National Item Identification Number (NIIN)** – A detailed code that identifies a specific item; 9 digits combined with the FSC code provides the NSN.

**National Stock Number (NSN)** - The 13-digit assigned identifying number that is used for Federal Government property.

**National Utilization Officer (NUO)** – A GSA designated property management official whose duties consist of broad responsibilities related to the utilization and disposal of property.

**NFC ID Number** – A unique alpha-numeric designation for Federal inventoried property, provided by the Forest Service and assigned to the State Accountable Officer for property identification.

**Negligence** - The failure to abide by Federal rules and regulations. Gross negligence is the intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions. [Chapter 20-11](#)

**Non-expendable Property** - Property that has an expected life span of more than 2 years; and/or has a commercial value as an item or for its value in scrap content, same as durable property.

**Non-inventoried Property** – FEPP property with an original acquisition cost of less than \$5,000; does not include property that is designated as sensitive by the FSPMR 104G-50.001-10. This property is not to be tracked in CPAIS-PP but it may be tracked in FEPMIS for management purposes.

**Non-reportable Excess Personal Property** – A GSA term used in the acquisition and disposal of property that does not require a formal report to the GSA. The need for reporting to GSA is determined by cost, condition code, and FSC.

**Personal Property** – Any property that can be moved from one location to another.

**Program Manager** – Forest Service National/Regional representatives with the responsibility of providing overall management and leadership of the FEPP program; provides guidance and direction to State Cooperators on the cooperative programs.

**Property Management Officer (PMO)** – USDA Forest Service Regional representatives with responsibility for authorizing acquisition and disposal of FEPP. Provides guidance and direction to State Cooperators'; ensures compliance of all Federal and USDA Forest Service regulations pertaining to the FEPP program.

**Public Agency** – Any state, political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between states or political subdivisions; multi-jurisdictional sub state districts established by or pursuant to state law; or any Indian tribe, band, group, pueblo, or community located on a State reservation.

**Real Property** – Land, buildings, permanent structures; real estate. FEPP cannot acquire real property.

**Recipient** – Authorized FEPP participant who has custody of FEPP property.

**Recycling Control Point (RCP)** – Property stored at a DoD site. RCP property cannot be physically viewed at any time during its disposal process. Currently DoD is funding the shipment of RCP property to the recipient and has the option to deny allocation dependent on the shipping cost.

**Reimbursable Property** – Property that because of its funding source or exchange/sale designation allows an agency to be compensated from proceeds. Accountable Officers cannot authorize acquisition of reimbursable property in the FEPP program.

**Re-issue** – A function in FEPMIS used to move property from one assignment unit to another.

**Repairable** – Property that can be repaired for use; may be reutilized internally.

**Report Number** - The 14-digit number assigned to a form by a Federal agency when an item is acquired or is reported as excess. This number consists of a 6-digit AAC, 4-digit Julian date, and 4-digit item number.

**Reportable Excess Personal Property** – A GSA term used in the acquisition and disposal of personal property that requires a formal report to GSA.

**Rural Community** – A rural area with a population at or below 10,000 people. (306 (a) (7) Consolidated Farm and Rural Development Act).

**Requisition Number** – The 14-digit number assigned by the GSA when an allocation has been assigned. This number consists of a 6-digit AAC, 4-digit Julian date, and 4-digit item number.

**Salvage** - Property with an estimated cost of repair exceeding 65 percent of acquisition cost or standard price. Property has usable parts for cannibalization or resale value.

**Scrap** - Personal property that has no value except for its basic material content; includes waste. Property in this condition would not be repairable or have salvageable parts.

**Screen** – The act of searching for available property manually or electronically and request acquisition. The process of inspecting property or reviewing reports of property to determine whether property is usable or needed for utilization; either by paper or using on line tools.

**Screener** – Person given access to search and freeze excess property on-site, online, or from excess property catalogs, forms, and other sources.

**Screener's Authorization** - Identification used by non-Federal employees to gain access for on-site screening. A letter authorizing state cooperators to access Disposition Services Sites and requisition and remove property; requires PMO approval. [Form OF-92](#) and [Letter to Screen and Remove Property](#)

**Screening** – The process of inspecting property or reviewing reports of property to determine whether property is usable or needed for utilization or donation purposes.

**Search and Select** – Similar to screening. The electronic processing of searching excess property in AAMS or GSAXcess and selecting to submit a request acquisition of personal property.

**Sensitive Property** – Property with an acquisition cost of less than \$5,000 which must be inventoried because of its susceptibility to fraud, waste, or theft. Each Forest Service region/area PMO will determine which items will be classified as sensitive in addition to those identified service wide in FSPMR 104G-50.001-10.

**Serviceable** - Property that can be repaired for use; may be reutilized internally. All serviceable property is reported to AAMS and GSAXcess by the Forest Service when no longer needed in the FEPP program.

**SF 97 Form** – Federal form used to transfer title/ownership of personal property which requires licensing. The GSA issues SF 97 forms for items sold by GSA and the Forest Service PMO issues SF 97 forms for FEPP transferred to a State Agency for Surplus Property (SASP). SF 97 forms may be issued for scrap/salvage; however, the following statement must be stamped or typed on the top of the form: “For ownership only – no license is to be issued.”

**State** – One of the 50 states, the District of Columbia, and the 8 U.S. Territories.

**State Agency for Surplus Property (SASP)** – A State agency designated under State law authorized to receive Federal surplus personal property for distribution to eligible donee's within the State as provided for in 40 U.S.C. 549. The State Accountable Officers are authorized to acquire property from the agency in addition to participating in the FEPP program. Nationwide, the SASP's are represented by the [National Association of State Agencies for Surplus Property \(NASASP\)](#).

**State Fire Assistance (SFA)** - A cooperative Fire Protection grant program which provides matching dollars to Accountable Officers for the State fire prevention and control program.

**Station** – A term used in FEPMIS to identify locations where FEPP may be assigned; may be a state agency, a volunteer or paid fire department.

**Sub-division** – A term used in FEPMIS to identify a section of a larger area or Division that has management responsibilities of FEPP.

**Surplus Property** – Any excess personal property not required for the need and the discharge of the responsibilities of any Federal agency as determined by GSA. Property on loan to State Accountable Officers through the FEPP program is NOT surplus.

**Surplus Release Date (SRD)** – A specified date when Federal screening has been completed and the excess property becomes surplus.

**Transfer** – The reassignment of personal property internally between authorized cooperators in the program or externally between two Federal agencies.

**Unserviceable Property** - Property that is in scrap or salvage condition. Federal excess unserviceable property is reported in AAMS and GSAXcess by the Forest Service for screening unless the scrap/salvage poses a safety or health risk.

**United States Department of Agriculture (USDA)** – A department under the Executive Branch of Government. The Forest Service is a USDA agency.

**Usable** – Property that requires minimal or no repair to be put into service.

**User** – Authorized FEPP participant who has custody of the item.

**Volunteer Fire Assistance (VFA)** – A Cooperative Fire Protection program, through which assistance in organizing, equipping, and training is made available to fire departments in rural communities.

**Want List** – A list of needed National Stock Numbers or National Identification Numbers which FEPP screeners may upload in GSAXcess. The query will be scheduled to run against the GSAXcess inventory for one week up to a two-years. Users are notified via email if items are matched with existing stock.

**Warehousing** - Managing stocks of inventoried and non-inventoried property. In FEPMIS a warehouse stores property prior to issue or disposal.

## 5. References

- a) These regulations cover all aspects of personal property management.
  - 1) Code of Federal Regulations (CFR Title 41, 101-102)
  - 2) Federal Property Regulation (FMR 101-102)

- 3) Agriculture Property Management Regulation. (AGPMR Chapter 102, Subchapter B)
  - 4) Forest Service Manual – Cooperative Fire Protection. (FSM 3100)
  - 5) Forest Service Manual – Asset Financial Management. (FSM 6509.19)
  - 6) Forest Service Manual – Property Management. (FSM 6410)
  - 7) Forest Service Handbook – Property Acquisition Assistance. (FSH 3109.12)
  - 8) Forest Service Handbook – Flight Operations. (FSH 5709.16)
  - 9) Forest Service Handbook – Records Management (FSH 6209.11)
  - 10) Disposition Services Special Processing – directions for processing gamma goats, military clothing, and aircraft (DRMS-I 4160.14, Section 3)
- b) The Federal portion of the FMR's, published as the Code of Federal Regulations (CFR), may be purchased on line at <http://bookstore.gpo.gov/> or via US mail:

Government Printing Office  
 Superintendent of Documents  
 Mail Stop: SSOP  
 Washington, DC 20402-9328  
 Telephone: (202) 512-1800  
 e-mail: [contactcenter@gpo.gov](mailto:contactcenter@gpo.gov)  
 Request CFR 41, Chapter 101 and 102.

- c) USDA Forest Service Manuals and Handbooks can be found on line at <http://www.fs.fed.us/im/directives> or by emailing [wo\\_directives@fs.fed.us](mailto:wo_directives@fs.fed.us).

## 6. Regional Requirements

Forest Service Regional Foresters are required to delegate responsibility for the FEPP program by initiating cooperative agreements which outline the responsibilities of the Accountable Officer and the USDA Forest Service. Agreements require renewal at a minimum every 5 years or when a new signatory is appointed.

## 7. Role of the Accountable Officer

The accountable officer is responsible for the property on loan to the state agency and the management of the property.

- a) Implement cooperative agreements ([Form FS-3100-11; FEPP agreement](#)) with the USDA Forest Service that outline terms and conditions of the loan of Federal Excess Personal Property (FEPP).
- b) Prepare an Appointment Letter designating the State FEPP Manager, which will be kept on file at the USDA Forest Service Regional office, and which grants the State FEPP Manager signature authority and power to act on the behalf of the State in the requisition, management, use and disposal of FEPP. This letter will be prepared by the State agency responsible for fire management within the state and will be signed, at a minimum, by the Accountable Officer. [Delegation Letter](#)
- c) Ensure that the Federal Government retains title to all FEPP on loan or sub-loaned.
- d) Using adhesive stickers provided by the USDA Forest Service, or an etching tool or similar identification process, label or otherwise identify all FEPP. FEPP Inventory Tags must be attached in a visible location.
- e) Requisition only FEPP that the State fire program can and would use efficiently for firefighting purposes.
  - 1) Fire Departments are authorized to obtain FEPP to maintain their facility and established shelters, provide training, operate kitchens to provide meals for first responders and dislocated citizens, and fitness equipment to maintain firefighter fitness standards.
- f) Ensure FEPP is not used for personal use and that 90% of usage is for fire protection purposes.
  - 1) Permit only 10% of usage for non-fire use.

- 2) Equipment to support response to a national emergency, where loss of life or property is imminent will be part of the 90% usage.
- g) Administer, account for, use and dispose of FEPP in accordance with USDA Forest Service and GSA written direction. [References](#)
- h) Provide adequate protection for all FEPP, including property awaiting disposition.
- i) Report excess items or unserviceable items for final disposal in a timely manner.
- j) Ensure that FEPP is not available for rent or lease and allow only incidental use of FEPP outside the State's fire program.
- k) Identify users of FEPP, assuring qualifications and certifications are met to provide firefighting services.
- l) Enter into written agreements with qualified/authorized Fire Departments, to assure they fully comply with the terms, conditions, and limitations applicable to property transferred pursuant to this agreement.
- m) Establish controls necessary to account for, manage, and use FEPP property that may be sub-loaned to local cooperators.
- n) Instruct users that data plates must remain on the FEPP property.
- o) Ensure safe use of FEPP.
- p) Maintain current and accurate contact information on Accountable Officer, FEPP Managers, screeners, and authorized users of FEPP.
  - 1) Notify the USDA Forest Service immediately on changes to Accountable Officer, FEPP Managers, and authorized screeners.
- q) Report to the USDA Forest Service by letter or e-mail, on a timely basis, all accidents involving FEPP that result in personal injury to anyone or more than \$1,000.00 in property damage.
  - 1) Forward to the USDA Forest Service police reports and witness statements as necessary.
- r) Permit authorized representative of other agencies and potential purchasers to screen FEPP items reported to the USDA Forest Service for disposal.
- s) Maintain adequate records necessary to control FEPP, at a minimum, all file records will be retained for six (6) years three (3) months. These records must provide an audit trail for all FEPP property from receipt "cradle" to transfer, turn-in, or disposal "grave".
- t) Assure that property users maintain a minimum of Liability insurance to cover damages or injuries to persons or property relating to the use of the property.
- u) Perform physical inventory of Federal inventory and reconcile to accounting records at least once every 2 years, or more often if requested by the USDA Forest Service Property Management Officer.
- v) Participate in Federal FEPP Reviews with the USDA Forest Service and correct any discrepancies in the processes or procedures found in the review.
- w) Provide access to and the right to examine all records, books, papers, or documents relating to FEPP property to the USDA Forest Service, including its Inspector General, the Comptroller Office of Inspector General, or their authorized representatives. This requirement shall also apply to all other entities, including local governments, private organizations, recognized Indian Tribes, or individuals that become the users of said property. This provision shall be incorporated into any agreement by the State with any other user.

## 8. Use of the Federal Excess Property Management Information System (FEPMIS)

FEPMIS use is mandatory for acquisition, disposal, and inventory management of FEPP.

- a) Forms required for acquisition and change of status of FEPP items will be created in FEPMIS.
- b) Approvals for acquisitions must be done in FEPMIS by the State and USDA Forest Service.
- c) Accurate property details will be entered in FEPMIS. i.e. Federal Supply Code, Property Description, Acquisition Cost, Acquisition Date, Serial/VIN number, Manufacturer, Model and Model year.
- d) All FEPP received will be documented in FEPMIS.
- e) Property items with an original acquisition cost of \$5,000.00 or greater will be documented as Federal Inventory and assigned a Federal Property Identification Number in FEPMIS.

- 1) Any property that must be registered or licensed to drive on public roads, regardless of the original acquisition cost, will be documented in FEPMIS as Federal Inventory and a Federal Property Identification Number will be assigned.
- f) All non-expendable FEPP that is excess to the state needs will be reported in FEPMIS for disposal.
- g) All property damage must be documented in FEPMIS.
- h) Request cannibalization in FEPMIS prior to removing any usable parts from FEPP property.
  - 1) Document any usable parts removed from a Federal Inventory item in FEPMIS if it has an estimated original acquisition cost of \$5,000.00 or greater.
  - 2) Report the carcass as excess in FEPMIS for final disposal in a timely manner.
- i) Report all excess Demilitarization required C, D, and F property, regardless of original acquisition cost, in FEPMIS for final disposal.
- j) Report all Flight Safety Critical Aircraft Parts (FSCAP) as excess in FEPMIS for final disposal.
- k) Document FEPP Federal Inventory physical location in FEPMIS.
  - 1) Anytime Federal Inventoried FEPP property changes physical location, a modification must be done in FEPMIS.
- l) Contact information for all users of FEPP will be kept in FEPMIS.
- m) Cooperative agreement dates between the state and users of FEPP will be entered in FEPMIS.
- n) Activity Address Codes for authorized users of GSA Advantage will be entered in FEPMIS.
- o) GSAXcess User ID's will be entered in FEPMIS.
- p) Biennial Inventories will be done in FEPMIS for FEPP Inventory Certification.
- q) Aircraft Usage Reports will be completed in FEPMIS.
- r) State Acquisition Plans will be created in FEPMIS biennially.
- s) Instructions on how to use FEPMIS can be found on the [FEPP website](#) or by contacting your USDA Forest Service Regional [Property Management Officer](#).

## Chapter 10 - Acquisition

### 1. Acquisition Plans

At a minimum, on a biennial basis the Accountable Officers must submit an Acquisition Plan to the Regional Property Management Officer (PMO). This will prevent the State Agency from having to justify each of their acquisition requests over the upcoming two-year period. Realistic quantities of property needs should be included on the Acquisition Plan. Discussion of any items requiring further elaboration should be brought to the attention of the PMO.

- a) The Acquisition Plan should reflect the expected needs of the State Agency for the next two years. It is not a “Want List” and is not shared with GSA or any other Federal Agency.
  - 1) To create a GSA Want List, State Agencies must log into [GSAXcess](#). From the “Main Menu” choose the “Search and Select Menu”, next select “Want List Items”; fill in required fields and submit.
- b) New Acquisition Plans must be completed within 3 months of the State completing a FEPP Inventory, no later than June 30 of year inventory is due.
- c) Acquisition Plans will be created in FEPMIS.
- d) Original signatures by the State Accountable Officer and the USDA Forest Service Regional PMO are required and the hard copy signature will be kept on file in the USDA Forest Service Regional office.
- e) PMO’s may not approve quantities or property types that are requested on the Acquisition Plan, special justification for specific items may be required and therefore will not be pre-approved on the Acquisition Plan.

### 2. Acquisition Guidelines

Participants should be guided by the knowledge that this program is authorized to directly support the fire program.

- a) Only items that can be obviously used to support a Fire Protection program are authorized. Items that cannot be justifiable as needed for firefighting should not be requested or received.
  - 1) Physical fitness equipment and fit for duty health monitoring devices may be acquired to ensure firefighting fitness standards and requirements.
- b) Each cooperator must have an agreement in place with the Accountable Officer; addressing the terms and conditions of the loan of FEPP before it is assigned to a cooperator.
  - 1) The Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as [SASP](#) or via online sales/auction such as [Iron Planet](#) or [GSA Sales](#).
- c) Accountable Officers may acquire FEPP to sub-loan to fire service cooperators (including State conservation camps and inmate crews) only items that are designed for or can be modified for direct use in fire pre-suppression or suppression activities.
- d) States may acquire un-economically repairable, condition code X, rolling stock for parts only.
- e) Consider the overall cost of care and maintenance on equipment to ensure the funds are available to maintain equipment.
- f) Fabricating materials, warehouse equipment, tools, and other items needed to distribute, maintain and ready property for fire use may be acquired dependent on the need of the State agency.
  - 1) Fabrication materials and equipment may be loaned to a fire service cooperator with an established maintenance facility, or to those that can otherwise demonstrate effective use of such shop equipment, based on fire program requirements. Materials to fabricate and maintain such equipment include items such as sheet metal, steel, and other fabricating materials. Equipment used in fabrication includes metal brakes, benders, saws, welders, and similar items.



### 3. Where to Screen

Oftentimes state cooperators learn of property that is no longer needed by a Federal agency within their state. This is valuable knowledge, but the property can only be acquired when appropriate requests are placed in the authorized screening systems. When a state would like to acquire the item as FEPP, the request must be placed in GSAXcess and approved by the Regional PMO prior to the state arranging to transfer the property from another Federal agency.

- a) [GSAXcess](#) – GSA provides access to view all Federal excess property. GSA has authority to approve and authorize acquisition of items screened in GSAXcess.
  - 1) Donation are made to non-federal agencies that are non-profit. FEPP cannot be acquired during the Donation program. States or fire departments interested in acquiring donation property must contact their [State Agency for Surplus Property point of contact](#) to obtain requirements to acquire items in this screening cycle. Property will not be entered in CPAIS-PP or FEPMIS since it is not USDA Forest Service owned.
- b) AAMS – state cooperators can search property in the AAMS module of GSAXcess for any property reported as excess within the USDA. Agencies within USDA have authority to authorize and approve the transfer of USDA agency property to another USDA agency.

### 4. Acquisition Cycle

FEPP Property may be acquired within the FEPP program via FEPMIS, within USDA via AAMS/GSAXcess, or from other Federal Agencies via GSAXcess. Internal screening within the USDA is recommended to reuse property that has already been acquired for firefighting.

- a) Usable or repairable FEPP property that can no longer be used within the state program or by state cooperators within the state can be transferred from one FEPP state program to another FEPP state program requires USDA Forest Service Regional PMO (for transfer from one state in the region to another state in the region) or the National Manager (for transfer between regions) to relocate the property in FEPMIS and update the location in CPAIS-PP. A [FEPMIS Shipping document](#) will be generated and retained for the Audit trail.
- b) When FEPP cannot be used by any other FEPP cooperators, the property will be made available in AAMS for 15 days to other USDA agencies. When acquired in AAMS, an [SF 122](#) will be generated in FEPMIS and shared with the issuing and receiving cooperator.
- c) Following the AAMS screening, FEPP will be viewed in GSAXcess for 21 days by other Federal Agencies. GSA will issue a SF 122, but a FEPMIS [SF 122](#) must be generated and signed and dated by the Regional PMO and sent to the state cooperator to arrange transport of the item and transfer accountability. FEPP cannot be acquired from GSA without a FEPMIS SF 122 that has the condition of acquisition and required signatures.
- d) The 22<sup>nd</sup> to the 25<sup>th</sup> day of the screening cycle is the Donation cycle. FEPP cannot be acquired during the Donation cycle. If a state cooperator qualifies as a done and in interested in obtaining property via the Donation Program, the property will not be owned by the USDA Forest Service and will not be managed in FEPMIS or CPAIS-PP. Cooperators should contact the [State Agency for Surplus Property](#) for additional information on participating in the donation program.
- e) The following 3 days of the screening cycle gives the FEPP cooperator a final chance to get the property in the FEPP program prior to the property being transferred to sale or final disposal. GSA will issue an SF 122, but the state must create the FEPMIS [SF 122](#) for Regional PMO approval. Property cannot be acquired without the FEPMIS SF 122 signed and dated by the PMO.

## 5. Unique Acquisition Requirements

Some property items have inherent uses that are not clearly identifiable as being needed in the FEPP program. Items requested in the categories listed below may require additional documentation or additional information justifying the need for the item.

Any cost for disposal would be the responsibility of the State Agency. See [Chapter 30](#) for disposal requirements.

- a) The following items are normally not acceptable for supporting a Fire Protection program and will not be pre-approved on the State's Acquisition Plan. If there is a legitimate need for the State agency to acquire one of the items listed below, provide a justification statement on the acquisition document, which gives a clear and concise explanation on the intended use of the item and how it is relevant to the State's fire protection program. The Regional PMO will make a final determination of the need.
- 1) FSG 12 – Fire Control Equipment
  - 2) FSC 2310 – Passenger Motor Vehicles
  - 3) FSC 2340 - Motorcycles or Bicycles
  - 4) FSC 2350 – Combat and Assault Tracked Vehicles
  - 5) FSG 35 – Service and Trade Equipment
  - 6) FSG 36 – Special Industry Machinery
  - 7) FSG 58 – Radiation Equipment
  - 8) FSG 59 – Electronic Components
  - 9) FSG 60 – Fiber Optics Materials
  - 10) FSG 65 – Medical, Dental, and Veterinary Equipment and Supplies, except for FSC's 6510, 6530, and 6545
  - 11) FSC's 7105 and 7210 – Household Furniture and Furnishings
  - 12) FSG 73 – Food Preparation and Serving Equipment
  - 13) FSG 77 - Musical Instruments
  - 14) FSG 78 – Recreational Equipment, except for Weight control equipment
  - 15) FSG 83 – Textiles, excluding FSC 8340
  - 16) FSG 84 - Military/Non-fire Protective Clothing
  - 17) FSG 93 – Fabricated Materials
  - 18) FSG 95 – Metal Bars, sheets and shapes
  - 19) FSG 96 – Ores and Minerals
  - 20) FSG 99 – Miscellaneous Items
- b) The Environmental Protection Agency's definition of hazardous materials contains some items that are allowable for FEPP acquisition (antifreeze, motor oil, etc.). Caution is urged in obtaining bulk quantities of any liquid item since subsequent disposal may be extremely costly and will be the responsibility of the State Accountable Officer.
- c) Acquisition of functional specialized vehicles; listed below are not authorized for cannibalization. This does not preclude obtaining nonfunctional equipment for conversion to fire vehicles with special justification when there is a legitimate need to use the equipment for its primary purpose. Regional PMO's are authorized to permit exceptions when sufficient justification is presented.
- 1) Cement mixer trucks
  - 2) Asphalt spreading trucks
  - 3) Trash compacting trucks
  - 4) Street sweepers
  - 5) Bucket trucks
  - 6) Truck mounted post hole diggers

- d) Acquisition of the High Mobility Multipurpose Wheeled Vehicle (HMMWV) requires the following certification on your acquisition document (SF-122):

*Since this vehicle does not comply with the Federal Motor Vehicle Safety Standards and is designed for use under conditions unique to the Department of Defense, extra competence and caution should be exercised in the operation and use of this vehicle outside the design specifications. In accepting the transfer, the recipient warrants that it will provide necessary operator training and hold the DoD harmless against all third parties in liability suits involving the operation of HMMWVS in its custody. Our authorization to use these vehicles is granted mainly for transporting water in difficult off-road terrain only.*

## 6. Screener's Authorization

Personnel who wish to screen, freeze, or remove property from DoD disposal facilities must have authorization from the USDA Forest Service to perform these functions.

- a) The State Program Manager may request a Screeners Identification Letter from the USDA Forest Service Regional office PMO. Provide the USDA Forest Service PMO with the Excess Property [Screener's Application](#).
- 1) The USDA Forest Service Regional PMO will prepare an authorization letter and return it to the State Program Manager for issue to the Screener.
  - 2) The PMO will send a copy to the Disposition Services site/s.
- b) Authorization is effective for one year and requires update as changes occur.
- 1) State Program Managers will notify the issuing agency of the cancellation or suspension of Screeners.
- c) The USDA Forest Service Regional PMO will request access into the required databases for the Screeners as identified on the State Agency Request for Authorization to Screen and Remove FEPP Property.
- d) A record of all screener's authorization letters issued to State or non-State personnel must be maintained by the USDA Forest Service Regional office. The file will include date-of-issue and date-of-expiration for each letter issued.

## 7. Screener Qualifications

Paid or volunteer persons selected for screening need to be knowledgeable in both wildland and structural fire control programs and the types of equipment needed.

- a) Items that cannot be justified for the state firefighting mission/purpose must not be screened.
- b) When requesting items that can be placed into service, use caution when screening FEPP with condition codes of unserviceable or scrap.
- c) Clearly identify items that are being requested for parts only or to be converted from their intended purpose.
  - 1) Parts and conversion from the items intended purpose is a lower screening authority with the GSA. Screeners are required to notify GSA on the request for property if either of these conditions are the reason for acquisition.

## 8. Screening Guidelines

Screeners should read the FEPP Desk Guide to understand the requirements and the purpose of the FEPP program.

- a) Obtain access codes and passwords into the GSAXcess website and FEPMIS.
- b) Log into systems at least once every 90 days or you may be deleted placed in an inactive status. If you do not log in to the systems once within a six month period, your access will be deleted and you will need to request new access.
- c) Obtain training on how to use the various websites.

- d) Identify property needs and verify appropriate FSC's to property requests.
- e) Only acquire what is needed, do not stock pile property; storage facilities should not have more than a 1-year supply.
- f) Be cautious when acquiring liquids in barrels and drums and items in large quantities.
  - 1) Federal and State environmental regulations for hazardous materials must be followed.

## 9. Screening at a DLA Disposition Services site (DLADS)

You must have an authorization letter from the USDA Forest Service Regional office permitting you to screen property on file at the Disposition Services Site prior to being authorized to screen on site. [Request to Screen and Remove Property](#)

- a) Schedule an appointment to view property at a DLADS site.
- b) Notify the DLADS site that you are screening for FEPP. After signing in with the Disposition Services site, the screener may request a current calendar and map of property available for screening. The calendar will specify a cycle for each location of property. Items on the printout may be inspected to see that they will fill a need in the fire program.
- c) The property will be in one of five stages of disposal:
  - 1) Accumulation (1 to 7 days)
  - 2) DoD Formal Screening (14 days)
  - 3) GSA screening - Federal, Donation (21 days)
  - 4) Donation Allocation (5 days)
  - 5) RTD 2 (2 days)
- d) Property may be screened and frozen during the GSA Screening process and during RTD 2.
- e) Information required for requests of property is available on the form or sticker attached to the property item. Include the following information on screening form [DRMS 103](#).
  - 1) DTID or turn-in document number.
  - 2) NSN or LSN – National Stock Number is an 11- or 13-digit number; Local Stock Number is the FSC followed by nomenclature, LSNs are used when an NSN is not available.
  - 3) Noun Description. A brief description of the item, usually three or four words, plus the serial number or VIN, manufacturer, model name, model number, year of manufacture, and serial number. (Note: For aircraft, obtain both the military serial number, also known as the bureau number, and the manufacturer's serial number, as appropriate.)
  - 4) [Condition Code](#). Either an alpha or numeric code that identifies the present condition of the item.
  - 5) Unit of Issue.
  - 6) Quantity.
  - 7) Original Acquisition Cost.
- f) The screener must take the DRMS 103 back to the Disposition Services Site Processing Office, the listed property is checked for availability and is officially frozen, if available, in the DLADS system.
  - 1) The Processing Office requires the DRMS 103 to perform the freeze action. Tagging or marking of property is not authorized and does not indicate a freeze or allocation.
  - 2) Freezes may only be done during your official screening cycle.
- g) Screeners must log into GSAXcess and place an electronic request FEPP request for any items frozen by DLADS. This is not a guarantee that the item will be awarded to you, it only notifies GSA and the PMO of the state agencies interest.
- h) You have 14 days to provide the DLADS site with an approved FEPMIS SF-122 for items identified on the DRMS form 103; however, you are encouraged to notify the DLADS site your plans for removal of the property prior to the 14-day expiration.
  - 1) Should you fail to produce a PMO signed requisition within 14 days, the item becomes available to another RTD customer.

- i) You may requisition single items from batch lots. Disposition Service personnel cannot require customers to remove the entire batch lot. Annotate on the DRMS 103 all the required information and indicate which item/s DTID you want to remove from the batch lot.
- j) When the property enters the RTD 2 cycle, it will be awarded to the first customer with an approved SF-122 and must be removed immediately if awarded. Contact your PMO for any RTD 2 items to get immediate approval.
- k) Property available from a Recycling Control Point (RCP) is only viewed and requested on the GSAXcess website. Currently DoD is funding the packaging and shipment of these items.

## 10. Removal of property from a Disposition Services Site

- a) You must schedule removal of property within 14 days of GSAXcess allocation. Contact the Disposition Services site within 14 days to schedule pick up or transport of the property. There may be rare instances where the property removal may not be scheduled within the 14 days due to circumstances of the state or the DLADS site.
- b) Provide the Disposition Services a written authorization to remove the individual property items. [Letter of Authorization to Remove Property](#)

## 11. Justification Statement

- a) The justification statement is completed by the screener and may be modified by the FEPP Manager when approving a request in FEPMIS. It is important that the person who screens the property enters a meaningful statement of intended use. The PMO should not approve the request if property is not obviously used for fire management or if the justification is not explicit enough to explain the need.
- b) The State shall provide a statement that clearly justifies the need when any of following exist:
  - 1) It is not evident that the property item can be used within the state agencies firefighting responsibilities; i.e. lighting fixtures, televisions or household furnishings.
  - 2) The item requested is not going to be used for its intended purpose; i.e. conversion of a dump truck to a brush truck.
  - 3) Quantities are high in relation to what can be used within a year or will be warehoused.
  - 4) Equipment is in poor condition (disposal codes X or S). FEPP acquired for parts or cannibalization must be identified in the Justification statement.
  - 5) Items are inherent to military use only, i.e. military uniforms.
  - 6) DEMIL codes of C, D, or F.
  - 7) Aircraft will require additional documentation prior to approval by the USDA Forest Service Regional Aviation Officer, see chapter 40 for additional guidance on the acquisition of aircraft.
  - 8) Water craft are normally not associated with firefighting, therefore justify why this item would be needed.
  - 9) In the case of breathing apparatus, justification statements must specify that equipment will be certified by qualified technicians as being safe for use.

## 12. Receipt Requirements

- a) Within 30 days of the SF 122 approval date, the property must be receipted in FEPMIS.
- b) When receipting property items that are acquired in a lot/batch, enter the total quantity of items in the lot/batch in the additional description field.
- c) If there are discrepancies in the quantity receipted from the ordering document, the receipting official must annotate the cause for the difference in FEPMIS prior to submitting receipt for approval.

## 13. Identification of Property

- a) Within 14 days of the property receipt, the property must be identified in FEPMIS with the correct information in the appropriate field. All fields will be completed as applicable prior to PMO approval.
- 1) Quantity received.
  - 2) Unit of issue.
  - 3) FSC.
  - 4) FEPP Type.
  - 5) Additional Description; enter description to clearly identify the item when “Provide Description” is selected for the FEPP Type.
  - 6) A Federal Property number for any item with an original acquisition cost of \$5,000 or greater, rolling stock at any value, Demil items other than Demil A at any value, or any item identified as controlled or pilferable property by your Regional PMO. A State property number can be assigned to any other item that the state would like to track in FEPMIS that does not meet the Federal property number requirements.
  - 7) Property location; the Division, Subdivision and Station where the property will be assigned.
  - 8) Make/Manufacturer.
  - 9) Model Number.
  - 10) Year of manufacture.
  - 11) Serial number. For Aircraft list the manufacturer's serial number.
  - 12) Property condition.
  - 13) NSN/LSN
  - 14) Vehicle license number, mileage/hours, fuel type, number of cylinders and transmission type when applicable.
  - 15) For aircraft, list the Military Serial (Bureau) number, tail or registration number, flyable, FAA registered, tanked, security standard level, hangered or secured and model name.

## 14. Safety

- a) The military may declare items as excess to their needs when an item has been determined to be unsafe or no longer meets military standards related to personal safety. The state agency is responsible to ensure items acquired meet all safety requirements for the use.
- b) Screeners should be made aware of the DoD safety issue and ensure the item will not affect the personal safety of Users/Recipients; i.e. breathing apparatus, air tanks, and turnout gear.
- c) The DLAD site will often ask recipients to sign a document certifying that they are aware of the risks involved with the item/s. The state agency assumes all liability for items loaned that pose a health or safety risk.

## 15. Overseas Acquisitions

You may request FEPP from locations overseas, the State requesting the property is responsible for shipping arrangements and charges.

# Chapter 20 - MANAGEMENT OF FEPP

## 1. Management Oversight

- a) Through Cooperative Agreements with the State Forestry Agencies, FAM desires to work with the Accountable Officers to further ensure FEPP is available to authorized Users/Recipients and to ensure management procedures and requirements are met.
- b) The Accountable Officer may delegate management responsibilities, in writing, to another State employee. A copy of the delegation will be furnished to the USDA Forest Service PMO. [Delegation Letter](#)
- c) The Accountable Officer will ensure regulations and requirements of the FEPP program are met through internal controls.

## 2. Internal Controls

- a) The Accountable Officer must have internal controls to prevent improper use of FEPP. These controls should include, but not be limited to:
  - 1) Biennial physical (touch) inventories on all FEPP property items.
    - a. Document dates, update property details, and report change of status if needed in FEPMIS. [FEPP Inventory Instructions for State Cooperators](#)
    - b. FEPMIS Inventory Worksheets must be signed and dated for each item on the FEPP Inventory. [FEPMIS Inventory Worksheet](#)
  - 2) A state handbook outlining the requirements of participation to FEPP recipients.
  - 3) The State Agency will retain the following documentation on file for Reviews and Audits for 6 years and 3 months after final disposition. Retention period begins October 1 each year. Most forms will be generated via FEPMIS or provided to you via your Regional PMO. [Form Samples](#) are provided in this Desk Guide.
    - a. Acquisition Document, as applicable; SF-122, AD-107, AD-700, FEPMIS Shipping document.
    - b. FEPMIS receipt – this could be a transaction report run for a set time frame, i.e. daily, weekly or monthly.
    - c. Shipping Document with Users/Recipients signature – may be generated in FEPMIS when the property is assigned to a Station.
    - d. If an item is part of a lot/batch, prepare a disposition document showing where the property was assigned in the state program and the quantity issued per location.
    - e. Signed Agreements with Fire Departments.
    - f. Disposal documentation, as applicable; SF-120, AD-112, FS-3109-9, SF-123, SF-126, police reports, insurance statements, demilitarization certificates, mutilation documentation, pertinent state or cooperator statements/emails.
    - g. Two certified inventories with pertaining Inventory Worksheets and supporting documentation that has been submitted to the USDA Forest Service.
- b) When a new State AO (Accountable Officer) has been assigned, the Federal excess property inventory must be reconciled by the new AO. An Inventory Certification is required. The former AO remains accountable for the property until the accountability is accepted by another.
- c) The Accountable Officer is encouraged to have State reviews and audits and to participate with the USDA Forest Service in Forest Service reviews.
  - 1) Retain two USDA Forest Service review reports, include the resolutions for any after action items.

## 3. Training

- a) State and Federal managers should assure themselves that personnel who manage or otherwise work with FEPP are properly trained and have a current copy of the USDA Forest FSH 3109-12 and the Desk Guide. Any State Handbooks, regulations, and instructions should be reviewed and observed.

- b) Regional meetings and National Workshops provide training periodically. Attending these meetings is encouraged.
- c) Training requests for new employees should be made to the Regional PMO.
- d) Guidance on how to Search for excess property is available on line at <https://gsaccess.gov/>.

#### 4. Inventory Requirements

- a) Effectiveness and overall management of FEPP depends on the accuracy of physical assets and related records. Therefore, physical inventories must be conducted at least biennially on all assigned FEPP to assure the continued correlation between assets and records.
- b) Physical (touch) inventories are required to ensure the accuracy of the FEPP property details.
  - 1) Each person who has a role in the FEPP physical inventory must sign and date a [State Cooperators Inventory Training Certificate](#) prior to performing any function of the FEPP Inventory. Signed copies will be provided to the Regional PMO.
  - 2) [FEPMIS Inventory Worksheets](#) must be used when conducting the inventory.
  - 3) Only state employees are authorized to perform the FEPP inventory and sign the Inventory Worksheet.
  - 4) A [blank FEPMIS Inventory Worksheet](#) will be completed when items are known to be FEPP but not found in their expected location.
- c) FEPMIS will be reconciled promptly when changes are made to the FEPMIS Inventory Worksheet.
- d) Discrepancies noted during a physical inventory must be corrected prior to the Accountable Officer certifying the accuracy of the FEPP inventory.
  - 1) The Accountable Officer is required to sign the certification and return to the Regional PMO after the PMO has determined the inventory is complete and accurate.
- e) State records must be comprehensive enough to account for the quantities of FEPP warehouse items from acquisition to issuance. Auditable records will indicate the transfer order number, a beginning balance, property description, quantity of items issued, recipient, and current stock quantity.
- f) Lost, stolen, or items disposed of without USDA Forest Service approval will require an investigation by the state and supporting documents uploaded in FEPMIS.

#### 5. Identification of Property

- a) All FEPP will be assigned a Federal property number upon receipt and identification in FEPMIS.
- b) Property numbers must be affixed or annotated in a visible area on the property item in indelible/permanent marker. Items of a consumable nature do not need to be identified by a property number on assignment unless the item is warehoused and will be issued out in smaller quantities than the amount received and identified.
- c) FEPP tags ([FS-3100-03](#)) must be attached to all FEPP when possible. Small items may require the FEPP tag to be adhered to a toe tag that is attached to the FEPP item. Consumable property items do not need FEPP tags attached to the individual item, attach the FEPP tag to the storage location.

#### 6. Protection, Maintenance and Appearance

- a) The Accountable Officer shall require all FEPP be maintained and protected at least to the same standard as State-purchased equipment, implementing maintenance procedures that keep the property in good operating condition.
- b) When possible, FEPP will be protected from inclement weather, salt air, insects and rodents, vandalism, and theft.
- c) Military markings, paint patterns, and identification will be removed or marked out prior to use.
- d) The [Roscommon Equipment Center](#) provides various mechanical maintenance and maintenance standards as prescribed in military technical manuals or manufacturers' manuals.
- e) Any FEPP property that must be registered for road use will have a minimum of Liability Insurance.



- f) State Handbooks or guidance will dictate authorized paint colors and safety standards for all FEPP vehicles.

## 7. Modification

- a) Most equipment acquired in the FEPP program is excess DoD property and therefore may be modified for use in the state fire program.
- b) The USDA Forest Service and the State forestry organization have a responsibility to see that all FEPP equipment, especially vehicles, is modified in a safe manner.
- c) Modifications that require changing the intent of the original item requires USDA Forest Service approval prior to the modification being made. Form [FS 3100-09](#).
  - 1) Items removed from the original item that have an estimated new acquisition cost of \$5,000 or greater will be documented in FEPMIS via the Modify/Breakdown Module.
- d) FEPP may also be modified by vocational-technical schools, fire organizations, inmate crews, and commercial contractors. In these cases, ensure that no "trades" involving FEPP for work are involved.
- e) FEPP property items removed with an new acquisition cost of less than \$5,000 will be identified in the asset file. Any removed items will be reported to the Regional PMO for disposal.
- f) State or Fire Department owned property may be installed on FEPP. When FEPP is no longer usable or needed, the cooperater may remove any property items they installed.
  - 1) Items sold with the FEPP item cannot be reimbursed.
  - 2) Cooperative agreements, use requirements, and accountability standards apply.
- g) FEPP cannot be installed on State or Fire Department owned property unless it has a Federal property number assigned.
  - 1) The FEPP item installed on state property must be inventoried and tracked until it is returned to the USDA Forest Service for disposal.
  - 2) Any FEPP property must be removed from State or Fire Department property prior to disposal.
  - 3) There will be subsequent cost to the State or Fire Department for any FEPP property sold.
  - 4) Cooperative agreements, use requirements, and accountability standards apply.
- g) When modifications are completed on a FEPP item, a before and after image will be uploaded in FEPMIS and the Regional PMO will close the request for modification.

## 8. Military items

Acquire only Demil A Military clothing and gear that is fire-protective or can be used in the state fire program. Military clothing may contain chemicals or markings to identify the U.S. Military – these items are not permissible in the FEPP program. In rare instances where the State can justify the need for unusual Military items, the PMO will determine the need.

## 9. Audit Trail

One of the important aspects in managing the FEPP program is the development and maintenance of a complete "audit trail." This involves documentation of every step in the acquisition, assignment, modification, inventory and disposal process (referred to as Cradle to Grave). The use of electronic forms and faxing or scanning of forms or reports are permissible and copies must be uploaded in FEPMIS. [Asset Files](#)

- a) The documentation process begins when an [acquisition document](#) is generated in FEPMIS. Maintain an Asset file for each FEPP item that is assigned a Property number. Acquisition documents that do not contain a Federal inventory item can be placed by Requisition Number in a separate file.
- b) Upon identification of the property in FEPMIS, a Cognos Receipt Transaction Report can be generated to verify receipts to acquisition document. Place this report in a suspense receipt file.

- c) Shipping document/Assignment Letter may be attached to the acquisition document or placed in the assigned location file.
- d) Modification reports should be maintained with the Asset file or place in a separate folder.
- e) Documents pertaining to the disposal of the asset will be kept with the acquisition document.
- f) Inventory worksheets and reconciliations will be kept for 2 completed inventories.
- g) Agreements with cooperators will be kept on file – new agreements must be made when the signatory changes. Keep two signed agreements on file.

## 10. Subscription or Membership Fire Departments

- a) Fire departments raise and supplement their revenue in a variety of ways. Subscription fire departments agree to protect property after payment of a subscription fee. Those unwilling or unable to pay the fee are sometimes left unprotected. Subscription fire departments may put out a fire for a nonmember and then bill them.
- b) Federal property and Federal funds are for the benefit of all citizens. Fire departments accepting FEPP equipment should be strongly encouraged to protect the entire community in a nondiscriminatory manner. This should work to the benefit of all, in reducing fire insurance premiums and providing good community relations. FEPP equipment should be available for firefighting as needed.
- c) Some subscription fire departments are for-profit operations. FEPP should not be subsidizing free enterprise by issuing FEPP to any fire department that uses it to make a profit; for example, by leasing or contracting their primary equipment to the State or USDA Forest Service for a profit while using FEPP to "cover" their protection responsibilities.

## 11. Negligence with FEPP

- a) When FEPP is lost, damaged, destroyed, or stolen, a determination is required whether there was negligence on the part of an authorized recipient.
  - 1) The state will report items in FEPMIS within one week of the change of status.
  - 2) Police reports, statements from involved parties, and drawings/pictures/charts will be uploaded in FEPMIS to the property record.
  - 3) The Accountable Officer shall make a recommendation to the Regional PMO whether-or- not there was negligence or gross negligence.
  - 4) The Regional PMO will be notified if the item was insured and if the cooperator filed a claim.
  - 5) Transfer of title is not possible for vehicles that have been totaled in an accident, items can only be disposed of as parts or scrap metal.
- b) Negligence: The failure to abide by Federal rules and regulations.
  - 1) Repeated instances of negligent damage to FEPP by employees of any State Agency, Recipient or User of FEPP may be cause for the USDA Forest Service to suspend further acquisitions by the State for that entity until the reasons for the negligence are identified and steps taken to prevent further instances.
- c) Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
  - 1) If the PMO determines that there is apparent gross negligence on the part of a State employee, Recipient or User of FEPP, the findings plus all supporting documentation shall be forwarded by the PMO to the National FEPP Program Officer in the Washington Office for a final determination.
  - 2) If the final determination is one of gross negligence, the State Agency shall abide by state laws in prosecuting offenders.
  - 3) The National Program Manager will make the determination if the State Agency will be charged for FEPP items lost, stolen, or damaged when gross negligence is the cause.
- d) Agreements between the State and cooperators should address issues of negligence and gross negligence.

- e) A USDA Forest Service finding of gross negligence should not be the basis of State action against a State employee.
- f) States shall not be held liable for loss or damage resulting from criminal activity on the part of any State employee unless State actions contributed to the situation.

## 12. Safety

- a) Trucks fitted with tanks and pumps should not be loaded in-excess of the manufacturers' standards, tank and pump should not create a high center of gravity or unduly tax the brakes or the steering system.
- b) There is a tendency to overload military vehicles under the mistaken belief that they can safely carry twice their gross vehicle weight rating. In converting fuel transport vehicles to water transports, for example, consider the weight differences of the materials. A tank designed to transport 4,000 gallons of fuel may not support the same amount of water. There is also a tendency to use old fuel oil and milk tanks that are un-baffled and made for slow-moving nonemergency vehicles.
- c) All water tanks should be baffled in accordance with [NFPA Standard 1901](#).
- d) The [Roscommon Equipment Center](#) program provides plans to safely convert military vehicles to fire vehicles.

## Chapter 30 - DISPOSAL

All FEPP property is accountable and belongs to the USDA Forest Service. Disposal requires all Federal rules and regulations are followed when the property is no longer needed or is not in usable condition. State agencies must have approval from the USDA Forest Service prior to disposing of any FEPP property, regardless of the cost or the condition of the property.

### 1. Change of Status Options

The USDA Forest Service Regional PMO will make the final determination on the process needed for disposal of FEPP property. State cooperators will ensure accurate information and the condition of the property item is in FEPMIS prior to creating a change of status in FEPMIS.

The state agency must notify the Regional PMO if property is not removed from their custody within 120 days (aircraft disposal may take up to 1 year to be removed from the state's custody).

Various forms are used to identify the disposal condition of property.

- a) Excess – property is no longer needed or usable in the state fire program. [Form SF 120](#).
- b) Cannibalized – usable parts have been removed and the carcass will be reported as excess. [Form FS 3100-9](#).
- c) Damaged or Destroyed - items involved in accident that either caused total or partial destruction. [Form AD-112](#).
- d) Lost or Stolen – items that cannot be found in their expected location. May be discovered during an inventory or via a crime. [Form AD-112](#).
- e) Deregistration of Aircraft – process to identify aircraft that will never be placed into flyable status either due to safety issues, aviation accident, severe cannibalization, or unavailability of parts. [Form FS 3100-9](#).
- f) Consumed – placing one FEPP item (typically a part) into another FEPP item. [Form AD-112](#).
- g) Other – items that pose a health or safety risk, obsolete items that have no commercial value and items that cannot be sold as a usable item but have a value in the metal content and could be sold as scrap metal. [Form AD-112](#).
- h) Abandonment or Destruction – items that cannot be reutilized, transfer, donated or sold. Items that pose a health or safety risk if reused. This authority allows for property to be disposed of in a landfill, dumpster, or burning. [Form AD-112](#).
- i) Scrap Sale – items that could not be reutilized, transferred or donated will be made available for sale as scrap metal when applicable.

### 2. Excess property - SF 120

- a) Report as excess all usable and repairable property that can no longer be used within the state program or by state cooperators.
  - 1) FEPP can be transferred to another FEPP cooperator within the state without USDA Forest Service approval. FEPMIS will be updated to the new location.
  - 2) FEPP can be transferred within FEPMIS to any FEPP cooperator with PMO approval.
- b) All rolling stock, items to be registered for road use, except destroyed items, will be reported as excess and offered through AAMS and GSAXcess. When reporting these items as excess, accurately describe the cause for the condition code and any major missing parts.
- c) FEPP property with a low dollar value (below \$5,000) may be reported in a lot or batch if they are like items, i.e. office furnishings, clothing, housewares, tools. Like items only can be listed on manual SF 120 for reporting purposes. Enter the quantity, a general description and property condition with an estimated value.

- d) Regional PMO's will ensure property is reported for excess in AAMS and then GSAXcess.
  - 1) When FEPP is transferred to another Federal agency, GSA will provide the state agency Point of Contact a copy of SF 122 to release the property from the state agency control. The state agency will upload the signed SF 122 copy from GSA with the GSA and the recipients signature showing the date the property was removed from the state agencies custody.
  - 2) If FEPP is donated, GSA will provide the [SF 123](#) to the state agency Point of Contact. The state agency must upload the signed and dated SF 123 in FEPMIS after the recipient has signed and dated the form showing the property has been removed from the state agencies custody. The Regional PMO will provide transfer of title (SF 97 form) to recipients of the donated property as applicable.
- e) If the FEPP property is not transferred or donated, the PMO will ensure GSA My Sales receives the required information and images to sell the FEPP property.
  - 1) The state agency representative may request access in GSA [My Sales](#) to track their FEPP items through the sale process and to ensure all required information is accurate.
    - a. My Sales will require images of the property at multiple angles, to include any damaged areas, the Vehicle Identification Number (VIN) or serial number, make, model, model year, fuel type, transmission type, mileage or hours used, and color and gradient of paint for vehicles. Not providing this information may delay the reporting of the item for sale.
  - 2) Sold FEPP will not be removed from the state inventory until the state uploads a signed and dated [Purchaser's Receipt](#) showing the item was removed from the state custody.

### 3. Cannibalization or Deregistration/Declassification of Aircraft – Form FS 3100-09

- a) Cannibalization is a form of disposal and will be requested in FEPMIS. Regional PMO approval is required prior to a FEPP item having parts or components removed.
  - 1) Items acquired for cannibalization only must have a change of status in FEPMIS requesting the cannibalization so that the removed items can be identified in FEPMIS. Any item removed from the original item with an estimated acquisition cost of \$5,000 or greater will be tracked in FEPMIS and reported as excess property.
  - 2) States may have up to 18 months to complete cannibalization.
  - 3) The carcass of the cannibalized item will be reported as excess in AAMS and GSAXcess.
- b) Deregistration of Aircraft
  - 1) This often follows the cannibalization of an aircraft to remove usable parts to keep other FEPP aircraft in use. When an aircraft is deemed unflyable and available for parts only, the deregistration of the aircraft will be requested by the state agency prior to reporting the aircraft for disposal.
  - 2) To declassify an aircraft, the Regional PMO shall do the following:
    - a. Send a letter to GSA, Aircraft Management Policy Division (MTA), 1800 F Street, NW., Washington, DC 20405, requesting approval to declassify the aircraft and stating that the aircraft is non-operational (which includes lost or destroyed). In this letter, identify the Federal Supply Classification (FSC) group(s) that the declassified aircraft/parts will fall under, describe the condition of the aircraft (crash-damaged, unrecoverable, parts unavailable), and include photographs as appropriate.
    - b. Following applicable Federal Aviation Regulations (14 CFR 45.13), the Regional PMO shall request approval from the local FAA Flight Standards District Office (FSDO) to remove the manufacturer's data plate.
    - c. Within 14 calendar days of receiving approval from FAA to remove the data plate, inform GSA (MTA) of FAA's approval, send the data plate by courier or registered mail to the FAA, as directed by your FSDO, and remove any Certificate of Airworthiness (form FAA 8100-2) and the aircraft's registration form from the aircraft, complete the reverse side of the registration form, and send both documents to the FAA.
    - d. The Regional PMO shall authorize the updating of the personal property records in the official USDA mandated property accounting management system, deleting the declassified aircraft from

the aircraft category and adding it to another Federal Supply Classification classes or groups, as appropriate.

- e. The FEPP National Program Manager shall identify the aircraft as scrap and converted to parts in the Federal Aviation Interactive Reporting System (FAIRS) inventory records.
  - f. Document the remaining unusable carcass as scrap and promptly disposed of it.
- 3) Registration numbers are assigned to the aircraft, not the state agency. If the State wishes to retain the N-number for assignment to another aircraft, this request must be noted on the SF-120 or the request to deregister. The Regional PMO will write a letter to the FAA with the request for a different registration number for the aircraft and retention of the original number for reuse on another aircraft.
  - 4) Regional PMO approval is required prior to the aircraft being placed in a “parts only” condition.
  - 5) The state agency will be required to remove the data plate from the aircraft and cut diagonally, make a copy of the data plate before and after cutting and upload images in FEPMIS.
  - 6) The state will send the cut data plate to the Federal Aviation Administration (FAA) with a formal notification on the intent to use the aircraft for parts only.
  - 7) The state agency must notify FAA on the intent of the tail number (if applicable), if the tail number is retained by the state.
  - 8) The aircraft will be removed from FEPMIS and CPAIS-PP as an aircraft and assigned a new FSC of 1560 (Airframe structural components) and retained on the FEPP inventory. FEPMIS will be updated accordingly.

#### **4. Lost, Stolen, Damaged, Destroyed or Other Property – Form AD-112**

##### **a) Lost or Stolen property**

- 1) Report any items that cannot be found in FEPMIS as lost as soon as the state discovers or is notified that the item is not in the expected location.
- 2) The state can request additional time to continue the search for the lost item after the change of status is approved by the Regional PMO.
- 3) An investigation for [Negligence or Gross Negligence should](#) be initiated by the state.
- 4) Upload any police reports, emails, or statements in FEPMIS after all attempts to find the property item has been made.
- 5) If property is recovered after the state reported that all attempts were made to find the item, the property will be reactivated in FEPMIS and CPAIS-PP.
- 6) The state has the responsibility of pursuing charges to any person involved in the loss or theft of FEPP. The USDA Forest Service will only seek reparation’s if the state finds Negligence or Gross Negligence by the state or a state employee.

##### **b) Damaged or destroyed property must be identified in FEPMIS and a Change of Status created within 48 hours of the state becoming aware of the destruction.**

- 1) States must upload any images and police or accident reports in FEPMIS to identify the cause and the result of the damage or destruction. Provide any witness statements or drawings that may help to explain the scenario that may have caused the accident.
- 2) Notify the Regional PMO if an insurance claim was made on the FEPP property. Any funds recouped from an insurance claim will be sent to the Regional PMO. A guaranteed instrument (cashier’s check or money order) must be made out to the U.S. General Fund with a copy of supporting documents on the claim.
  - a. The cooperator may retain funds for any items they purchased that could not be removed from the FEPP item that was destroyed.
  - b. If the cooperator funded painting or mechanical work on the FEPP property prior to the destruction, the state may obtain a statement from the cooperator testifying the cost to the fire department and deduct those funds from the insurance claim check.
- 3) The insurance company may take possession of a destroyed item, this is permissible and encouraged.

- a. The insurance company must be made aware that no title or statement of ownership will be provided to destroyed property. The USDA Forest Service maintains that federally owned property that is destroyed is considered to have a value in scrap metal or parts only.
- 4) If the insurance company leaves the destroyed FEPP item in the custody of the cooperator, an additional change of status will be created to report the excess salvage as scrap or for part only.
  - a. The cooperator may remove any items they installed or paid for from the FEPP item prior to the item being reported for sale or ultimate disposal.
  - b. The state may request cannibalization to provide usable parts for other FEPP items.

## 5. Abandonment and Destruction (A&D)

There are strict Federal regulations on abandonment or destruction of federal property. The USDA follows the guidelines outlined in the [Federal Management Regulations \(FMR\), Part 102-36](#).

- a) The Regional PMO will make the determination if all possible options for reutilization, transfer, donation or sale have been attempted.
- b) Any property authorized for A&D must be destroyed in a way to make it non-repairable or usable. This may include shredding, burning, or crushing to make the item no longer identifiable for its intended purpose.
- c) An AD 112 form will be completed for any FEPP property that is disposed of through the A&D authority.
- d) Property that poses a safety or health hazard must be identified with a condition code of “S” to indicate scrap.
  - 1) Clearly state the health or safety risk associated with the item when creating the change of status in FEPMIS.
  - 2) Items in this category must be mutilated by the state prior to being placed in a dumpster or scrap sale.
  - 3) Prior to the Regional PMO removing FEPP from the state inventory, a before and after picture and the signed and dated [Mutilation Certificate](#) will be uploaded in FEPMIS to verify the item is destroyed accordingly.

## 6. Reporting Excess Aircraft parts

- a) If usable aircraft parts cannot be reutilized within the FEPP program, they must be reported as excess in AAMS and GSAXcess.
- b) When reporting FSCAP, you must include the manufacturer’s name, date of manufacture, part number, serial number, and appropriate Criticality Code on the SF 120.
- c) Any parts transferred, donated, or sold will include the available tags, labels, historical data, life histories, and maintenance records. These record perpetuate all FSCAP.

## 7. Demilitarization prior to disposal

- a) Demilitarization required property (any property other than Demil A and Q6) must be identified as Federal property prior to property being sold.
- b) The Regional PMO will notify the state agency on the Demil requirements and provide a [Mutilation Certificate](#) for the specific item.
- c) The state will complete all fields on the certificate and obtain required signatures during the mutilation process.
- d) Total destruction of demilitarization required C, D, and F property must follow guidelines as established in the Department of Defense Manual 4160.21-M-1 found on the Defense Logistics Agency Web site: <https://www.dla.mil/HQ/InformationOperations/DLMS/elibrary/manuals/regulations/>
- e) Demilitarization References
  - 1) 15 CFR – Export Administration Regulations (EAR)

- 2) 15 CFR 774 – Contains the Commerce Control List (CCL)
  - 3) 22 CFR International Traffic in Arms Regulations (ITAR)
  - 4) 22 CFR 121 – Contains the U.S. Munitions List (USML)
  - 5) DoD 4160.21.M – Defense Material Disposition Manual
  - 6) DoD 4160.22-M – Defense Demilitarization Manual
  - 7) DRMS-I 4160.14, Volume VII – Instructions for Demilitarization
- f) Normal screening through AAMS and GSAXcess is required prior to demilitarization.

## 8. Scrap Sales via GSA

It is the intent to sell all excess FEPP if possible, therefore items that only have a value in the metal content will be compiled for a scrap metal sale.

- a) Items will be sorted by the type of metal and the Demil Code.
- b) Scrap piles can be compiled for an extended period of time, keeping in mind that the items in the scrap pile will remain on the FEPP inventory until the scrap has been removed from the states' custody.
- c) The state will enter applicable information in blocks 6, 7, 9a, 9b, and provide a list of items located in the scrap pile on the [SF 126](#), Report of Personal Property for Sale.
  - 1) Ensure any item/s that have a Federal property number are listed individually, an additional sheet may be added if the property list cannot be completed on the main page.
  - 2) You must list the Demil code for the lot. If the scrap pile consists of one item that is Demil, other than A, the entire scrap lot will be considered Demil scrap and must be sold as Demil as a condition of the sale.
  - 3) For aviation parts, list whether the scrap pile is FSCAP.
- d) When the Regional PMO receives the SF 126 from the state, the remaining applicable fields will be completed by the Property Technician and submitted to GSA to conduct a scrap sale.

## 9. Forest Service Scrap Sales

At times, the GSA will not be able to sell FEPP property items or FEPP scrap metal. The Regional PMO will be notified that the property is returned to the agency for disposal, the Regional PMO will provide direction to the state agency on how to perform the disposal.

- a) The Regional office will provide the state agency with a [Scrap Metal Sale Authorization](#) and a [Scrap Metal Custodian Worksheet](#).
  - 1) The state will contact at least three potential vendors who may be interested in purchasing scrap metal. Provide a description, type of metal estimated weight. Ask for a price quote for the entire lot. Encourage vendors to come and look at the property before they bid.
  - 2) The state must make their best effort to get the best price for the scrap lot.
    - a. A zero-dollar bid is a quote and the vendor can be listed on the worksheet.
    - b. One dollar is a valid bid, list the vendor on the worksheet.
    - c. The state will offer the scrap lot to the highest bidder of the 3 contacted.
    - d. At a minimum, the sale must be \$1.00. Property cannot be removed or disposed of without a minimum bid.
  - 3) The vendor will sign and date the [Scrap Metal Sale Contractors Agreement Form](#) and provide payment in the form of a Cashier's Check or a Money Order to the U.S. General Fund.
  - 4) The State will send the Custodian Worksheet, Contractors Agreement Form and the payment to the Regional PMO for processing. The property will be removed from the state's FEPP inventory after all forms and payments are received.



- b) Some items cannot be sold as scrap without them being destroyed in a manner acceptable to the GSA or the DoD. These items include, but are not limited to [gamma goats](#), [all-terrain vehicles](#), [attack helicopters](#), [HMMWV](#)'s.
  - 1) The Regional PMO will advise the state on the destruction options prior to the item being reported for scrap sale. The Regional PMO must receive the signed and dated Demil Certificate prior to authorizing the Demil scrap sale.
  - 2) The [Scrap Metal Residue Sale Contractors Agreement](#) form will be prepared as "Residue of" and signed and dated by the purchaser.
- c) When it becomes evident that the government is not able to sell scrap items, the Regional PMO will authorize Abandonment and Destruction.

## 10. Disposal of Property with Special Handling Requirements

- a) The following categories of personal property have special handling requirements associated with disposition:
  - 1) Dangerous or unsafe property must either be rendered unserviceable or have adequate safeguards provided before disposition; i.e. rafts or boats that aren't seaworthy, SCBA tanks that require inspection, [FSCAP](#).
  - 2) Hazardous materials must be disposed of in accordance with current EPA and State regulations; i.e. Freon, oils or lubricants, fuels.
  - 3) Mattresses or bedding must be disposed of in accordance with State laws and health standards.
  - 4) Meals Ready to Eat should not be used beyond the expiration date and will be destroyed to make them unconsumable.

## Chapter 40 - FEPP AIRCRAFT

The administrative provisions of appropriations act's annually provide for Forest Service acquisition of excess aircraft from military services and Federal civilian agencies. This includes aircraft seized by Federal law enforcement agencies. The purpose of this authorization is mainly to permit the Forest Service to loan these aircraft to Accountable Officers for support of the State's fire protection programs.

FEPP aircraft must follow USDA Forest Service Aviation Management Regulations and Policy as outlined in the Forest Service Manual (FSM) 5700. Where differences may occur between this Desk Guide and [FSM 5700](#) or the [FSH 3109.12](#), the Directives will supersede the Desk Guide.

Additional information on the management, use, and disposal of government owned aircraft and aircraft parts can be found in the [FMR, Subchapter B, Part 102-33](#).

### 1. Conditions of Participation in the FEPP Aviation Program

- a) States acquiring FEPP aircraft shall use the aircraft for fire protection activities. Aircraft cannot be used as Static Displays in the FEPP program.
- b) States may not acquire aircraft through the FEPP Program to support the Forest Service or other federal agencies.
- c) The States requesting aircraft, aircraft parts and specialized aircraft tools, must be able to justify FEPP aircraft based entirely on the fire protection needs of the State.
- d) Loaning FEPP aircraft to non-fire-protection entities is not permitted.
- e) FEPP aircraft used in the conduct of either public or civil aircraft operations must be in full compliance with applicable FAA Regulations (14 CFR 137).
- f) Government competition with private industry is not allowed. The Government should not use FEPP to provide services for others when there are commercial services reasonably available to provide the service.
- g) Forest Service aircraft on loan to State forestry agencies are subject to recall if not used in accordance with Federal aviation laws and regulations and property management laws and regulations. Modifications to the frame or structure of an aircraft must be approved by the USDA Forest Service, Assistant Director, Aviation.
- h) The primary use of all aircraft must be for fire protection purposes. Incidental use for other than fire or emergency purposes where life or property is at risk is permitted for up to 10 percent of total usage hours. Written explanation is required for non-fire use exceeding this level.
- i) Accountable Officers shall submit Aircraft Usage Reports (AUR) annually. These will be completed in FEPMIS and signed by the Accountable Officer after Regional PMO approval.
  - 1) The report must contain the aircraft usage for the previous calendar year (January 1 through December 31).
  - 2) Justify any aircraft use that exceeds 10 percent of fire or emergency response that threatens life or property. Repeated violations of the 10 percent rule may be grounds for recall of the aircraft.
- j) When FEPP aircraft are used, it is permissible to recover the direct cost of operating the equipment. Use rates shall not include depreciation, amortization, modification, profit, risk, start-up, or replacement costs of FEPP aircraft or FEPP aircraft parts.
- k) Personal use of FEPP aircraft is not permitted.
- l) Aircraft must be placed into use within 5 years of receipt. The Regional, Area, or Institute PMO may allow additional time when justified by the Accountable Officer.

- m) Acquisition of FEPP aircraft must be evaluated by States to determine if FEPP is the most appropriate and cost-effective mechanism for meeting fire program objectives.
- n) Unmanned Aircraft Systems (UAS) also known as drones are not permitted in the FEPP Aviation Program.

## 2. Role of the USDA Forest Service Regional Aviation Officer (RAO)

- a) Regional Aviation Officers will:
  - 1) Review all State aviation operations plans for compliance with USDA Forest Service and State excess property direction.
  - 2) Help establish minimum standards for pilot qualifications and maintenance for FEPP aircraft.
  - 3) Help coordinate and/or establish an approved source of parts for excess property aircraft, such as the Department of Defense.
  - 4) Review State security risk assessments and mitigation plans.
- b) Aviation Management's role/responsibilities as cooperating agency:
  - 1) Upon request, assist in the development of State cooperators' aviation safety programs.
  - 2) Provide aviation expertise or assistance as requested.
  - 3) Upon request, assist in the management of State cooperators' aviation operations.
  - 4) Determine whether State cooperator meets comparable aviation standards for use on USDA Forest Service land.
  - 5) Approve State cooperator's aircraft for USDA Forest Service missions, as appropriate.

## 3. Aircraft Operating Plans

- a) Before acquiring aircraft, State Accountable Officer must have on file with the Regional forester or Regional director an Operating Plan indicating planned use.
- b) The Operating Plan will be reviewed by the Regional PMO and the National Program Manager.
- c) Plans will be reviewed every 5 years or when a signatory or specifics of the state aircraft operations change.
- d) The current Operating Plan must be an integral part of the State fire plan and be approved by the USDA Forest Service Regional Aviation Officer.
- e) At a minimum, the aircraft operating plan must include the following information:
  - 1) State policy on pilot qualifications, proficiency, and recurrent training, and the process for recording pilot flight hours.
  - 2) State policy on aircraft operations requirements, proposed maintenance plans and schedules, process for recording maintenance performed, parts support, number of aircraft, estimated hours, and the physical protection of FEPP aircraft.
  - 3) How will aircraft support the State fire mission in compliance with the 90/10 rule? All planned usage must be fire related.
  - 4) Primary and alternate operating facilities.
  - 5) Process of recording aircraft flight hours by mission.
  - 6) What is the assessed security risk of the aircraft and what measures are taken to mitigate those risks. Evaluate the probability of threat.
    - a. High Vulnerability Level – no meaningful security measures present. Security Standard III
    - b. Medium Vulnerability Level – Some security measures present. Security Standard II
    - c. Low Vulnerability Level – Adequate security measures, both physical and procedural, are present but could be improved. Security Standard I
  - 7) Document the State aviation safety program, designate the aviation safety officer, include an organizational chart that shows lines of authority, and designate the chief pilot.

## 4. Acquisition Policy

- a) Acquisition and disposal of FEPP aircraft must be approved by the General Services Administration (GSA), Pacific Rim Region, GSA/FSS/9FBP, 450 Golden Gate Avenue - 4 West San Francisco CA, 94102-3434.
  - 1) GSA will supply the SF 122 document for the state to create the SF 122 with correct information in FEPMIS prior to the signatures to authorize the transfer.
- b) Demilitarization required property will be identified with the NSN in FEPMIS to ensure proper disposal.
- c) The Acquisition document will go through eight levels of approval and contain the printed name, signature and date of each approver. Due to limited space on the SF 122, an additional page may be added listing the SF 122 requisition number, Turn in document number, quantity, acquisition cost, and description.
- d) You may provide the signature sheet with Positions listed below in this Approval Order:
  - 1) State Aviation Manager
  - 2) State Accountable Officer
  - 3) Regional PMO
  - 4) Regional Aviation Officer
  - 5) National FEPP Program Manager
  - 6) National Aviation Assistant Director
  - 7) Acquisition Management Branch Chief
  - 8) GSA – send copy with above 7 signatures to GSA
- e) You may not use FEPP aircraft as Static Displays, acquisition is for use, future use, training, or parts only.

## 5. Screening for Aircraft

- a) You will to [screen for FEPP aircraft](#) through GSAXcess as you do any other FEPP property.
- b) If the state is interested in acquiring additional FEPP aircraft, the state should notify their Regional PMO. The PMO will notify the GSA Aviation Utilization Officer on the state's request.
- c) The Regional PMO will notify the state if the state Acquisition Plan and Aircraft Operating Plan must be updated prior to the approval of additional aircraft.
- d) A separate SF 122 will be used for each aircraft to facilitate registration requirements with FAA and to provide individual asset files.
- e) The NSN, Manufacturer, Make/Model, Manufacturer's Serial Number, Military Bureau Number (if applicable) and the Year of Manufacture will be included on the FS 122. If this information is not available prior to requisition, it will be added on the SF 122 when the transfer document is signed and dated by the state custodian.
- f) Acquisition of aircraft for parts use has a lower priority than requests to restore and operate the aircraft. GSA and the Regional PMO must be made aware when an aircraft is being requested for parts only.

## 6. Identification Requirement

- a) The aircraft acquisition will be entered in FEPMIS and CPAIS-PP within 5 days of the transfer.
- b) A Federal property number must be assigned.
- c) The state must complete all applicable fields in FEPMIS to include Security Level, tanked and date, and flight hours.
- d) The Regional PMO will ensure all required information is added in FEPMIS and CPAIS-PP.
- e) The state will identify the aircraft status in FEPMIS.
  - 1) If the aircraft was acquired to be placed in a flyable status, the state will notify the Regional PMO when the aircraft is registered with FAA and a tail number has been assigned.

- 2) Aircraft that are not in flyable status will list the status of the aircraft in the Additional Description. Options for aircraft status are:
    - a. Parts Only
    - b. Future Use
    - c. Awaiting Repair
    - d. Awaiting Disposal
    - e. Long Term Storage
    - f. Training Aid
  - 3) When an aircraft is acquired for parts, the state will do a normal receipt with all applicable information on the aircraft and then request a change of status to cannibalize the aircraft. Parts removed from the aircraft will be tracked in FEPMIS and assigned as needed.
- f) The National FEPP Program Manager will enter all aircraft information in FAIRS after the receipt is completed in FEPMIS.

## 7. Registration of Aircraft

- a) Register FEPP aircraft that are or will be operational. [Deregister aircraft](#) that change from an operational to a permanent non-operational status.
- b) Aircraft must be registered with the FAA prior to being put into service. To ensure correlation between FAA's data base of registered aircraft and the Federal Aircraft Management Information System (FAIRS), maintained by the GSA, these steps must be followed. The FAA Form 8050-1, [Aircraft Registration Form](#), shall be completed as follows:
  - 1) Aircraft Manufacturer and Model: Indicate both the military and civilian model designations. Example: Cessna O-2 (337). Civilian aircraft need only show the manufacturer's model designation.
  - 2) Aircraft Serial Number: Indicate both the manufacturer's serial number and the military (bureau) number. Example: 337M0320 (67-11450). Note that the manufacturer's serial number is listed first. This number will be used by the FAA to list the aircraft and will also be used in FAIRS. Civilian aircraft need only show the manufacturer's serial number.
  - 3) Name of Applicant: Show "USDA Forest Service – FEPP"; on the first line. Subsequent lines should be the State address.
  - 4) The form must be signed by a Forest Service Regional PMO and accompanied by a legible copy of the transfer document with all applicable signatures. The transfer document and the registration form must show matching serial numbers and model designations.
- c) If registering a military aircraft, the form must be accompanied by a letter from the Accountable Officer requesting the use of the manufacturer's serial number along with the military model designation (e.g. Cessna O-2, serial number 337-0320). If a reserved tail number is desired for this aircraft, request in this letter as well.

## 8. Aircraft Parts

- a) State aviation property managers ensure that only reasonable quantities of parts are in stock. The Regional PMO may grant exceptions to this rule when items are out of production and when experience shows the advisability of having more on hand.
  - 1) Normally shelf storage should not exceed one year.
- b) FSCAP must be documented as required by the [FMR, Subchapter B, Part 102-33-110](#) and [FAA Advisory Circular 43-9C, Maintenance Records](#) standards.
- c) Parts with an original acquisition value of less than \$5,000, are not FSCAP, and have been installed in a FEPP aircraft will be consumable and not tracked on Federal inventory.
- d) Parts with an estimated original acquisition value of \$5,000 or greater that are removed from a FEPP aircraft for use on another non-FEPP aircraft, must be inventoried and tracked as a FEPP inventoried item.

- e) Inventoried parts that are not installed in a FEPP aircraft will be identified as FEPP by location, tagging or marking with FEPP stickers.
- f) Parts are Federal property and will be tracked in the Federal property database and with a Federal property number when they exceed an original acquisition cost of \$5,000.00 or require demilitarization (any Demil code other than A).
- g) [FSCAP](#) parts will be disposed of according to scrap sale requirements outlined in [Chapter 30](#).
- h) State property managers document life expectancy and the aircraft log to determine when and where FEPP aircraft engines or parts have been changed.
- i) FEPP aircraft parts are not to be physically mixed with the non-FEPP parts.
- j) Issuance of parts must be controlled with records maintained to follow parts from acquisition until disposal.
- k) States must maintain appropriate records on time/life parts and FSCAP.

## 9. Maintenance and Storage

- a) All aircraft must be maintained in accordance with manufacturers or military maintenance specifications and procedures and USDA Forest Service regulations.
- b) Fly all operational aircraft at least 3 hours each month to maintain aircraft readiness. If warranted, substitute accepted manufacturers' procedures for storage for off-season readiness.
- c) All aircraft, including aircraft acquired for parts, must be protected from theft, weather, vandalism, or other damage.

## 10. Aircraft Security

USDA aviation operations require enhanced security operations due to the potential of aircraft being used as weapons or other threats. The security of all USDA Forest Service aircraft is of the utmost importance and require security assessments.

- a) Protection of aircraft must be based on a realistic assessment of the risks and vulnerabilities associated with the criminal and terrorist threats likely to be directed at the aircraft in their actual locations. Establish appropriate asset protection and identify the likelihood of any attempts to compromise them. See USDA Forest Service Security Levels (I, II or III) as indicated in the Security Standard Requirements Guide ([FSH 5709.16](#), Chapter 50, Section 50.6). Enter the Security Level in FEPMIS.
- b) Aircraft that are equipped with a tank for chemical or water distribution must be identified in FEPMIS and reported to the Regional PMO.
- c) Facilities security guidance can be found in the Law Enforcement Handbook, FSH 5309.11; Chapter 14; in the FSH 5709-16, Chapter 50 or in the United States Department of Agriculture Integrated Physical Security Standards and Procedures Handbook. [http://fsweb.wo.fs.fed.us/eng/documents/phys\\_sec.pdf](http://fsweb.wo.fs.fed.us/eng/documents/phys_sec.pdf)

## 11. Aircraft Safety

The National Transportation Safety Board definitions apply to State operated/Federally owned aircraft.

Aircraft Accident. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury or in which the aircraft receives substantial damage.

Aircraft Incident. An occurrence, other than an accident, associated with the operation of an aircraft that affects, or could affect, the safety of operations. Aircraft incidents are documented on form FS-5700-14, SAFECOM: Aviation Safety Communiqué, which is also approved for interagency use as form OAS-34 (FSM 5720.45).

**Serious Injury.** Any injury that:

1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received.
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose).
3. Causes severe hemorrhages, nerve, muscle, or tendon damage.
4. Involves any internal organ.
5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Substantial Damage.** Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. For purposes of direction in FSM 5720, the following are not considered substantial damage:

1. Engine failure or damage limited to an engine if only one engine on a multi-engine aircraft fails or is damaged.
2. Bent fairings or cowlings.
3. Dented and/or small puncture holes in the skin or fabric.
4. Damage that occurs to rotor or propeller blades during ground operations.
5. Damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips.

## 12. Incident/Accident Reporting

- a) The Accountable Officer shall report to the Regional PMO any accidents or incidents involving FEPP aircraft that result in serious injury or substantial damage. The Regional PMO will notify the National FEPP Manager. A verbal report shall be made as soon as possible and followed with a written report within 10 working days to the Regional PMO and National Program Manager.
- b) The Regional Aviation Officer will participate as a member of an accident investigation team upon request.
- c) The Accountable Officer will advise the Regional PMO of any corrective or disciplinary action taken against any persons due to their involvement with FEPP aircraft.
- d) The Accountable Officer is responsible for meeting U.S. Department of Transportation reporting requirements of the FAA and the National Transportation Safety Board (NTSB) relating to aircraft accidents.
  - 1) The NTSB now has the legal responsibility to investigate all aircraft accidents, both public and civil. Public Law 103-411.

## 13. Disposal

Disposal procedures for FEPP outlined in [Chapter 30](#) of this handbook will be followed in the disposal of FEPP aircraft.

- a) After approval by the Forest Service Regional/Area PMO, the change of status request must be approved or disapproved by the National FEPP Program Manager.
- b) After standard screening by other Forest Service units and USDA agencies, aircraft must be reported to the Personal Property Division, General Services Administration, Pacific Rim Region, San Francisco, California (via GSAXcess).
- c) If the aircraft is being disposed of as scrap, the deregistration process will be followed as outlined in [Chapter 30-3](#).
- d) When a registered aircraft is disposed of by transfer, donation, or sale to another entity, the state will remove the registration and airworthiness certificates from the aircraft before the transfer is affected. Submit the certificate to the Forest Service, which is responsible for signing the certificate and returning it to the FAA.
- e) If an aircraft is being donated for ground uses (static display, for example), remove the data plate and return to the Forest Service for return to the FAA.

- f)** If a registered aircraft has become scrap (for example, crashed), submit the certificates and the data plate to the Regional PMO for return to the FAA.
- g)** Copies of all documentation associated with the FEPP aircraft will be shared with the National Program Manager.



# Chapter 50 - FEPP REVIEWS

## 1. Purpose of Reviews

- a) The USDA Forest Service is authorized to manage the FEPP program under cooperative agreements with the State Forestry Agency. FEPP property must be used within program guidelines.
- b) The review process is designed to identify areas of program weakness before they can become problems. Identifying shortfalls on the part of the USDA Forest Service is an important component of the review process.
- c) A plan to correct weaknesses is the second major component of the review. Setting realistic completion dates for actions and establishing a follow-up process is part of a review.
- d) The third component is identifying the commendable actions or processes that keep the FEPP program active and productive. These will be shared with other States.

## 2. Frequency of Reviews

- a) Each State should be considered for a review at not less than 5-year intervals, more frequent reviews will be dependent on deficiencies in the prior review.
- b) The Accountable Officer may have FEPP included in State reviews of the fire program, procurement program, property program, or other State reviews.

## 3. Composition of Review Teams

- a) Reviews are performed by personnel from the Accountable Officer's office and the Regional USDA Forest Service office. The review team should include, as a minimum:
  - 1) The USDA Forest Service Regional PMO.
  - 2) The State FEPP Manager.
  - 3) A representative of the fire unit if the FEPP program is administered by a State staff unit other than the fire unit.
- b) Desirable team members include:
  - 1) The fire chief
  - 2) A representative from a sister State

## 4. Pre-work

- a) Before visiting State offices, the following information should be gathered:
  - 1) What is the chain of command in the State for the acquisition, assignment, and disposal of FEPP? Specify names, titles, and span of authority.
  - 2) Who has screening authority? List names, duty stations, and expiration dates of screeners' cards. Estimate the percentage of the total acquisition each screener accomplishes. How do screeners know what to freeze?
  - 3) Once the property is acquired, which entity is responsible for the rehabilitation? If local fire departments bear that responsibility, how does the State ensure that the process is completed?
  - 4) How is property assigned in the state? If there is a formal process, document the process. Comment on the functionality of the process.
  - 5) Obtain a current USDA Forest Service property inventory. Randomly select 10 percent of the inventoried items. Ascertain the current location of these items. Determine the method for reviewing them:
    - a. Physical inspection by the review team;
    - b. Physical inspection by State disinterested party;

- c. Physical inspection by USDA Forest Service disinterested party; 4) inventory form to be certified by the custodian, with random physical inspection by one of the above parties. **NOTE:** In consultation with the other responsible USDA Forest Service Staffs, a percentage other than 10 percent may be chosen. The reasons should be documented.
- 6) Select a reasonable number of Acquisition Documents, Change of Status Documents, and Shipping/Issue Documents (no fewer than 10 of each type of transaction) to track through the audit trail in the State offices.
- 7) When was the last physical inventory conducted by the State? Does it reasonably reflect an actual physical inventory rather than merely paperwork reconciliation or a casual certification? Were the resulting updates accomplished by USDA Forest Service property management? What was the status of the 10-percent items (Item 5, above) as of this inventory?
- 8) Establish the review itinerary. Plan to visit as many of the 10-percent sample or Inventory items as is possible. Once site visits are established, ascertain other property assigned there by the State. No more than 10 percent of Inventory items are to be documented at state facilities.

## 5. Format

- a) The review documentation shall be in the following [Review Format](#). Comments and commendations should be added where appropriate.
  - 1) Review team participants' names and titles.
  - 2) Description of the scope and impact of the FEPP program on the state's fire program.
  - 3) Itinerary
  - 4) Complete the [Program Review Summary](#). Any "NO" response requires an action item and a written plan to make corrections. If the plan is not followed, the USDA Forest Service should consider suspending new acquisitions until the situation is corrected.
  - 5) Attach a narrative explaining each "NO" response.
  - 6) With the State, complete an action plan. Each "NO" item must be addressed.
- b) At a minimum, Action Plans will include the following:
  - 1) Item list identification
  - 2) Scope of concern
  - 3) Action required
  - 4) Responsible party
  - 5) Due date
- c) Closure should normally require no more than 6 months. The review may not be Closed out until all actions have been completed and documented. Failure by the State to complete action items may be grounds for suspension of program. Failure by the USDA Forest Service to complete action items may be grounds for disciplinary action.

## 6. Review Results

- a) Results will be provided within thirty (30) days to the State Accountable Officer and the USDA Forest Service National FEPP Manager.
- b) Loss of Demil or Sensitive FEPP property will result in a Failed Review.
- c) If a State fails a Program Review, it will be verbally notified by the Regional PMO that the state failed the review. A written report will be provided to the State within thirty (30) days.
  - 1) The State or Territory will have thirty (30) days to draft a Corrective Action Plan for approval/disapproval by the Regional PMO. The State has ninety (90) days to implement an approved Corrective Action Plan. Failure to properly execute the Corrective Action Plan may result in a suspension from the FEPP program.

- 2) If a State fails to correct identified deficiencies within one (1) year, the USDA Forest Service will suspend their operations until the Corrective Action Plan is completed or the state FEPP program is discontinued.
  - a. The State will bear all expenses related to the disposal of all excess FEPP personal property obtained under the FEPP agreement between the USDA Forest Service and the Accountable Officer.
- 3) The USDA Forest Service will provide guidance, recommendations and support to correct any deficiencies in the State Agencies program.

## Chapter 60 – Miscellaneous Aids

### 1. Demil Codes

- a) Each Federal property item has a Demil Code assigned to it, following are the requirements of each code:
- 1) A - Non-USML/Non-CCLI - No DEMIL or DoD TSC required. Department of Commerce may impose licensing requirements to certain destinations.
  - 2) B - USML Items - Mutilation to the point of scrap required worldwide.
  - 3) C - USML Items - DEMIL required. Remove and demilitarize installed key point(s).
  - 4) D - USML Items - DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
  - 5) E - DoD Demilitarization Program Office (DDPO) reserves this code for their exclusive-use only. DEMIL instructions will be furnished by the DDPO.
  - 6) F - USML Items - DEMIL required. Item/Technical Managers or Equipment/Product Specialists will furnish Special DEMIL instructions.
  - 7) G - USML Items - DEMIL required - AE. This code applies to both unclassified and classified AE items.
  - 8) P - USML Items - DEMIL required. Security Classified Items.
  - 9) Q - CCLI - Mutilation to the point of scrap required outside the United States. In the United States, mutilation requirement determined by the DEMIL Integrity Code. DoD TSC required in the United States.
- b) Acronyms:
- 1) AE – Ammunitions and Explosives
  - 2) CCLI – Commerce Control List Item
  - 3) TSC – Trade Security Controls
  - 4) USML – U.S. Munitions List

### 2. Condition Codes

Condition codes are a two-digit alpha numeric entry that consist of a Supply Condition Code and the Disposal Condition Code. FEPP screeners will only see the Supply Condition Code in GSAXcess and the two-digit code when screening DoD property.

- a) Supply condition codes are defined as follows:
- 1) A - Serviceable-Issuable without Qualification; New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions
  - 2) B – Serviceable-Issuable with Qualification; New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
  - 3) C – Serviceable – Priority Issue; Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset.
  - 4) D – Serviceable – Test/Modification; Serviceable material which requires test, alteration, modification, conversion or disassembly.
  - 5) E – Unserviceable-Limited Restoration; Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
  - 6) F – Unserviceable-Repairable; Economically repairable material which requires repair, overhaul, or reconditioning.
  - 7) G – Unserviceable-Incomplete; Material requiring additional parts or components to complete the end item prior to issue.
  - 8) H – Unserviceable-Condemned; Material which has been determined to be unserviceable and does not meet the repair criteria; includes condemned items, material that has passed expiration date and material that has passed the expiration date and cannot be extended.
  - 9) S – Unserviceable-Scrap

**b) Disposal condition codes are defined as follows:**

- 1) 1 – Excellent; Property which is in new condition or unused condition and can be used immediately without modifications or repairs.**
- 2) 4 – Usable; Property which shows some wear but can be used without significant repair.**
- 3) 7 – Repairable; Property which is unusable in its current condition but can be economically repaired.**
- 4) X – Salvage; Property which has some value more than its basic material content, but repair or rehabilitation is impractical and/or uneconomical.**
- 5) S – Scrap; Property that has no value except for its basic material content.**

### 3. Asset File Direction

#### Aircraft Asset Files

Includes all documents pertaining to the aircraft.

1. Create an Asset File that includes the signed copy of the SF 122 form.
2. Retain any supporting documents about the use of the aircraft; flight logs, maintenance, or repairs.
3. Any modifications to the aircraft must be documented and retained in the file.
4. Any correspondence with manufacturers, any Federal Agency or USDA Forest Service offices will be retained in the file.
5. Accident reports or any supporting documents concerning the status of the aircraft must be retained.
6. Signed and dated Change of Status documents will be retained with supporting documents.
7. When an aircraft is no longer in the possession of the state, file the Asset File and mark it as Closed aircraft files, do not purge.
8. You NEVER destroy aircraft files, they will be kept forever.

#### FEPP Acquisitions – Non-Tracked

1. SF 122's that have not had the property picked up and received in FEPMIS (items not in the state's custody) will be kept in a separate location until receipted in FEPMIS.
2. Once property is received and identified in FEPMIS, annotate on the SF 122 any changes to the mandatory fields in FEPMIS: FSC, quantity, description or price. The acquisition is then complete, and the document is Closed.
3. File Closed acquisition documents that DO NOT have a Federal Inventory item on the SF 122 by Order Number in a File location. FEPP Acquisitions, Non-Tracked, purge xx/xx/xxxx
  - a) SF 122's with a zero receipt are treated as Non-Tracked FEPP.
4. DO NOT place the SF 122's in this file if they have a Federal Property number assigned to one of the items on the acquisition document, SF 122's with Federal Inventory items will be part of an Asset File.
  - a) These files will be purged after 6 years and 3 months – any 122 with a signature dated on or after Oct 1, 2009 can be destroyed in January of 2016. Always add 7 years to the FY that the document was signed starting Oct 1 of the year. Set your files to begin Oct 1 of the year acquired and add 7 years to purge on Jan 1 of the 7<sup>th</sup> year. This means that any 122 that was created before Oct 1, 2009 and did not have a property item over \$5,000 can be destroyed now.

#### FEPP Individual Asset Files

1. SF 122's, with the FS PMO signature, will be kept in a separate location until receipted and identified in FEPMIS.
2. Once property is received and identified in FEPMIS, annotate on the PMO signed SF 122 any changes made in FEPMIS to the FSC, quantity, description or price. The acquisition document is then complete and can be filed in either an Asset File location or the FEPP Acquisition – Non-Tracked location.
3. Each piece of property that has a Federal Property Number will have its own Asset File. If there is more than one Federal Property Number on one Acquisition Document, make copies to ensure each Asset File has the Acquisition Document for the Federal Property item.
  - a) File Asset Files by the Federal Property number.
  - b) Place the Acquisition Document and the print screen showing the entry into FEPMIS for the state and PROP/CPAIS-PP for the FS, and any other supporting document/s you have on the Receipt or Issuance of the Asset; i.e. Shipping Documents or Modification Print Screens.
  - c) Mark this location FEPP Asset Files - do not purge. These records do not get purged - eventually they are moved to the Change of Status Files.

4. Active Aircraft Asset Files (FEPP aircraft that is currently in the possession of the state) may be mixed in with the other FEPP property; you don't need to separate them from the other Active files.

### **FEPP Disposal – Open Change of Status (COS)**

1. Create a location called Open Change of Status, do not purge. This is a temporary location for these files, eventually they will be moved back to the FEPP Asset File or to the Closed FEPP location.
2. There are three types of documents used for FEPP Change of Status (COS) so you will need 3 locations within the Open Change of Status, do not purge location:
  - a) SF 120
  - b) AD 112
  - c) FS 3100-09

### **SF 120 – Report of Excess**

1. Once you receive the Signed SF 120 from your Region, Pull the Asset File for the item and place the SF 120 in the Asset File. Write the COS Report Number (it will start with your 6-digit AAC and end with your State ID followed by 2 numbers) on the cover of the Asset File. File according to the Change of Status Report of Excess Number. Move the file to a location called Open Change of Status”. Label this Section “SF 120 - Not to exceed 180 days.
  - a) GSA expects to dispose of all items reported to them within 90 days. If you still have the property after 90 days, the FS should contact GSA and the states should contact their Region – ensure this property is taken care of within 90 days. Follow up is essential.
2. Upload and File any documentation in the Asset File and in FEPMIS, i.e. SF 122, AD 107, SF 123, or Purchasers Receipts. Notify Regions of the need to remove the item from FEPMIS and the availability of the issue document in FEPMIS (you may also email or mail copies to the Region after you upload in FEPMIS). Pull the Asset File and keep on your desk in a convenient location to watch for the FS to remove the item from your FEPMIS inventory – the status in FEPMIS will be Closed in the Query Module.
  - a) If an item is not transferred, donated or sold, states may request an authorization for local scrap authority or destruction and disposal. If granted, upload the signed paperwork for the local scrap sale or destruction in FEPMIS, include a copy of the cashier’s check or guaranteed instrument of payment or the proof of destruction. Once the FS Region receives paperwork or payment, the item will be removed from FEPMIS. Pull the Asset File and keep on your desk in a convenient location to watch for the FS to remove the item from your FEPMIS inventory, once removed file in the Closed FEPP folder.
  - b) Once an Asset File item is Closed in FEPMIS, file the Asset File in the Closed FEPP location.

### **How to track your items that are on a GSA Sale.**

1. When you are notified of a sale, pull the Asset File from the Open Change of Status location and verify the information on the SF 120 to the sale notification.
2. Place all Asset Files with the Sale information in a location for that GSA sale number, do not place the Asset File back in the FEPP Asset File location, Use an Accordion File or something to ensure all files stay with the Sale Announcement.
3. Once the sale has been conducted you will start receiving your Purchaser’s Receipts – you should receive a Purchaser’s Receipt for each of the Asset Files you placed with that sale. Place the unsigned copy of the Purchaser’s Receipt in your Asset File. If you do not receive a Purchaser’s Receipt for any of the items on the sale you will know to contact the FS Regional office for that item to have it either re-offered on another sale or request a Local Scrap Authority.
4. When the signed Purchaser’s Receipt is received, dispose of the unsigned copy and upload the signed copy in FEPMIS. Notify the FS Region to remove the item from FEPMIS and move the Asset File to a location identifying it as being ready to be removed from FEPMIS.

5. Once the item is Closed in FEPMIS, place the Asset File in the location named Closed FEPP. You do not need to keep any of the GSA sale information, toss anything other than the signed Purchaser's Receipts showing the item was removed from your custody.

### **AD 112 – Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property.**

1. The FS Region will sign and date the AD 112 in Section I, place the AD 112 in the Asset File and move to the location called Open Change of Status.
  - a) Label this Section AD 112 – No expiration date. The reason this form has no expiration date is due to accidents needing insurance claims, lost/stolen items need police reports and investigations and for items that have Other selected (it could be a Scrap Sale that may take time to build enough scrap for a sale, i.e. Aircraft parts).
2. File according to the Property Number.
3. Eventually the AD 112 will be signed and dated in Section II by the FS Region. At that point the Asset File will be Closed, and the item will be removed from the state inventory – the Asset File will be moved to the Closed FEPP location.
  - a) If it was determined that there will be a cost to the state for the item lost or damaged, the item will not be removed from the inventory until payment is made, states will need to finalize payment before the Asset File can be moved to the Closed FEPP location. Watch for the item to show Closed in FEPMIS.

### **FS 3100-09 - Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.**

1. The FS will give you up to four (4) years to complete cannibalization/modification on a piece of FEPP property by signing and dating in Section II of the FS 3100-09. You may get a one (1) year extension depending on circumstance. For that reason, you will need to create another section in your Open Change of Status location labeled FS 3100-09 – not to exceed 5 years.
2. File the FS 3100-09 by Federal Property Number and ensure the document does not exceed the four (4) years or possibly five (5) if the FS Region approved your request for a one-year extension. Do not place the Asset File in this file location.
3. Place the original copy of the FS 3100-09 in the Asset File.
  - a) If items were reported as parts that were removed from the item reported for cannibalization, attach screen prints from FEPMIS to the FS 3100-09 in the Asset File. Do not place any additional documents in the FS 3100-09 COS file, this file is only to make you aware that there is an OPEN FS 3100-09 for your FEPP property. All actions taken on the FS 3100-09 will be placed directly in the Asset File.
4. When the action is completed on the FS 3100-09 file and the FS signed and Section III, a signed copy will be sent to the state to be placed in the Asset File.
5. The FS 3100-09 will not remove the property item from your FEPP inventory. Prepare an additional COS if you need the item removed from inventory.

### **Closed FEPP**

Any document used in the Acquisition, Use, Inventory, Modification, or Disposal of FEPP.

1. For an item to be in the Closed FEPP, purge xx/xx/xxxx location, A Change of Status (COS) must be created in FEPMIS and the item must be Closed in FEPMIS and in CPAIS-PP.
2. The Closed FEPP Asset File will be in order by Federal Property number (Add the Federal Property number and the COS number on the folder).
3. Asset Files will contain all historical documents of the asset: acquisition document, any COS documents; print screens to any changes in CPAIS-PP (or PROP), and pertinent information which changed the condition or the status of the property item (i.e. police or accident reports, insurance claims, statements from



the users of equipment, local scrap documents, Abandonment or Destruction authorizations, spreadsheets or documents tracking property use or disposal). Do not include Inventory Worksheets in the FEPP Asset File.

- a) These files will be purged after 6 years and 3 months – Using the date of the signature on the disposal form, place files beginning Oct 1 of a given year and ending Sept 30 of the next year. Always add 7 years to the year that the file began; i.e. if your Closed FEPP files started on Oct 1, 2009 - they would close on Sept 30, 2010. That would mean that you can purge your FY10 Closed FEPP files on January 1, 2016. Any FEPP Files that were Closed prior to Sept 30, 2010 can be purged now.

## Quick Tips

1. You will need an Asset File for each piece of FEPP on your Federal Inventory. It should be in its own File Folder with the Federal Property Number on the front tab. File by Federal Property Number. You can get your FEPP Inventory via a Cognos Report.
2. You will need an Asset File for each piece of FFP that is not Demil A or Demil Q6 that was acquired post October 9, 2014. It should be in its own file folder with the DD property number on the front tab. File by DD Property Number. You can get your FFP Inventory via a Cognos Report.
3. It is recommended that you upload any documents in FEPMIS via the Query Module if the property is visible in FEPMIS. You can upload documents and images in Query even if the item is Closed.
4. Your files can be stored in File Cabinets, Binders, or boxes if the storage location is clearly and appropriately marked.
5. You will create locations for storage of the following files:
  - a) Closed aircraft files - do not purge. *If you are limited on space you can scan these files and save on a hard drive, store the hard copy files in a safe archived location. You must keep all hard copies though and be able to access them if need be, the FS does not recognize electronic copies at this time.*
  - b) Non-Tracked FEPP Acquisition Documents, purge xx/xx/xxxx. *If you are limited on space and have a lot of these, you can scan them and box these documents up, store the box/es in a safe location until it is time to purge them, clearly mark the box/es as indicated.*
  - c) FEPP Asset Files, do not purge.
    - FEPP Disposal – Open Change of Status - include 3 Dividers; SF 120, not to exceed 180 days; AD 112, no expiration date; FS 3100-09, not to exceed 5 years.
  - d) Closed FEPP, purge xx/xx/xxxx. If all supporting documentation is uploaded in FEPMIS, the Closed files can be boxed up and stored in a safe location that is not easily accessible, clearly mark the box/es as indicated.
  - e) FFP Acquisition Documents, do not purge.
  - f) FFP Ownership Transfer, purge xx/xx/xxxx.
  - g) FFP Asset Files, do not purge.
  - h) FFP Disposal, purge xx/xx/xxxx.
6. FEPP FEPMIS Inventory Worksheets must be kept for at least 2 Inventories, keep them together for the year the inventory was conducted. After the 3rd inventory was certified by the FS, you can toss the oldest inventory worksheets.
7. FEPMIS Inventory Worksheets must be kept in the Asset file, keep the worksheet in the Asset File for the life of the property item, purge with the Asset File. There is no certification of FFP inventories, the items must be inventoried at least once every 2 years.
8. The quick way to see if your COS is Closed is in the Query Module in FEPMIS; select status Pending and it will list all the Pending items in your state – if the item is on the list it has not been Closed yet. Mouse over to see the pending status. You will see the status as “Closed” in the Query Module if you enter the Property Number and look at the record. You can run a Cognos Query to see the status of your property also.
9. You do not need to keep extra pages in the Asset Files. Unless the attached sheet has additional information that will be needed for audit purposes get rid of it. You do not need the SF 122 from GSA unless it has a hard signature on it and you do not need the Item List Comments sheet from FEPMIS unless it has information on it that is descriptive of the acquisition, i.e. a special justification; a comment on why the item was not received; a reason for a difference in receipt compared to the quantity requested.

#### 4. Julian Date Calendar

Julian Date Calendar (PERPETUAL)													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

### Julian Date Calendar (FOR LEAP YEARS ONLY)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

## Chapter 70 - TRAINING

This section addresses the need for training of personnel who have the responsibility for managing or using FEPPP in the fire protection program. The objective is to achieve a proper training level for: USDA Forest Service employees who have the responsibility to manage FEPP and the State and local fire employees using the items assigned to them.

### 1. Responsibility

The administration of this Federal-State cooperative program is the joint responsibility of the individual Accountable Officers and the USDA Forest Service. It is incumbent upon all parties to be sure that adequate training is available and given to maximize savings and to minimize program abuse, individual liability, and agency liability.

New personnel assigned to the FEPP program may not come with a property management background. Reduce the learning time and the number of problems by conducting formal and informal training. Time invested in training reduces the time required later in resolving legal and administrative concerns.

### 2. Types of Training

- a) Training for the FEPP program is available at workshops conducted by the USDA Forest Service and States, from FEPP reviews, and national workshops and conferences.
  - 1) **Functional Training** - USDA Forest Service and State trainers should conduct formal functional training as needed to ensure that personnel are adequately prepared for their role.
  - 2) **Workshops** - Accountable Officers and USDA Forest Service Regional or National office may conduct workshops to familiarize new Federal and State employees with the FEPP program, and to maintain currency with USDA Forest Service and GSA regulations.
  - 3) **FEPP Reviews** - Participating in FEPP reviews conducted by the USDA Forest Service and/or the State is a good way to get training and a current oversight of a FEPP program. Participating in reviews of other States/regions is useful.

### 3. Training Materials

- a) USDA Forest Service publishes the FEPP Desk Guide and [FEPMIS Training Slides](#).
- b) Fire and Aviation Web (FAMWEB) Data Warehouse provides training for the ad hoc reporting system (Cognos) used in FEPMIS. Cognos training is available only to users who have [FAMWEB](#) access.
- c) State Forestry Agencies have developed FEPP direction specific to their programs in State handbooks. In addition, several States have developed modification plans, wiring diagrams, and parts lists for FEPP.
- d) [Roscommon Equipment Center](#) (REC) in Roscommon, Michigan has developed many studies and plans to refurbish and modify DoD equipment into firefighting apparatus. In addition, REC provides many of the DoD Technical Manuals for commonly used FEPP vehicles.

## Samples

### Aircraft Parts Demil Certificate

#### DEMIL and FSCAP Aircraft Parts

Report of Excess Number:

Property Description:

National Stock Number:

Serial Number or Part Number:

Federal Property Number:

Quantity:

Unit of Issue:

Location of Property:

Comments and/or specific guidance:

**Note: Aircraft parts will be mutilated in a manner that prevents reassembly as a usable aircraft part.**

I CERTIFY THAT THE ITEM(S) LISTED ABOVE WERE MUTILATED IN ACCORDANCE WITH DOD 4160.21-M-1, DEFENSE DEMILITARIZATION MANUAL, APPENDIX \_\_\_\_, CATEGORY \_\_\_\_ (\_\_\_\_), PARAGRAPH \_\_\_\_, (\_\_\_\_) AND/OR THE FOLLOWING APPLICABLE FAA REGULATIONS: \_\_\_\_\_

Defense Demilitarization Manual, DoD 4160.21-M-1 can be found on the following website:

<http://www.dispositionsservices.dla.mil/publications/index.shtml>.

Most of the direction for Aircraft equip. is in the 4160.28-M-V3. Look in Category VIII starting on page 32

Certified By:	Verified By:
Name:	Name:
Title:	Title:
FS Duty Station:	FS Duty Station:
Signature:	Signature:
Date:	Date:

## All-Terrain Vehicles (ATV's) Demil Certificate

Report of Excess Number:

Property Description:

National Stock Number:

Serial Number or Part Number:

Federal Property Number:

Quantity:

Unit of Issue:

Location of Property:

**Comments and/or specific guidance: Mutilation of the frame and rear axle must completely preclude the use of the ATV as originally intended. Frame and rear axle must be mutilated to make it un-repairable, un-usable, and un-recognizable. All fluids will be drained from the vehicle and disposed of accordingly.**

**Note:** Pictures will be taken of the property item data plate, if applicable, and the property item before demilitarization and after it has been demilitarized. Pictures will be uploaded into FEPMIS. For FEPP, pictures will be kept on file at the Forest Service Regional Office in the official asset file.

I CERTIFY THAT THE ITEM(S) LISTED ABOVE WERE MUTILATED IN ACCORDANCE WITH DOD 4160.21-Volume 4, DEFENSE DEMILITARIZATION MANUAL, CATEGORY 149 (c) ((1)), AND/OR THE FOLLOWING APPLICABLE REGULATION \_\_\_ 101-45-13 Reference (e)\_\_\_\_.

Defense Demilitarization Manual, DoD 4160.21-Volume 4 can be found on the following website:

<http://www.dla.mil/HQ/InformationOperations/DLMS/elibrary/manuals/regulations/> Additionally the Code of Federal Regulations (FMR) guidance found at: <https://www.gsa.gov/policy-regulations/regulations/federal-management-regulations> (Reference 102-40.140) as applicable.

Certified By:	Verified By:
Name:	Name:
Title:	Title:
FS Duty Station:	FS Duty Station:
Signature:	Signature:
Date:	Date:

## Attach Helicopter Demil Certificate

Report of Excess Number:

Property Description:

National Stock Number:

Serial Number or Part Number:

Federal Property Number:

Quantity:

Unit of Issue:

Location of Property:

**Comments and/or specific guidance:** Helicopters designed specifically for attack purposes will be demilitarized by mutilating (total destruction) the entire airframe (see figure 51, page A7-44 of the Defense Demilitarization Manual) ensuring that the transmission mounts and supporting structural beams, engine deck in area of mounts, wing attaching mounts and support beam structure, fuselage to tail boom attaching mounts and tail rotor gear box mounts have been destroyed by cutting, chopping, tearing, shredding, crushing, or smelting to the degree that the aircraft will be unfit for repair, flight, or usable parts.

**Note:** Pictures will be taken of the property item data plate; and the property item before demilitarization and after it has been demilitarized. Pictures will be kept on file at the Forest Service Regional Office in the official asset file.

I CERTIFY THAT THE ITEM(S) LISTED ABOVE WERE MUTILATED IN ACCORDANCE WITH DOD 4160.21-M-1, DEFENSE DEMILITARIZATION MANUAL, APPENDIX 4 , CATEGORY VIII (B), PARAGRAPH E, 1 (b) AND/OR THE FOLLOWING APPLICABLE REGULATION \_\_\_\_\_.

Defense Demilitarization Manual, DoD 4160.21-M-1 can be found on the following website:

<http://www.dispositionservices.dla.mil/publications/index.shtml>.

Certified By:	Verified By:
Name:	Name:
Title:	Title:
FS Duty Station:	FS Duty Station:
Signature:	Signature:
Date:	Date:

## Delegation Letter

(Use State Letterhead)

SUBJECT: Delegation of Authority for management of the Federal Excess Personal Property (FEPP) and the Firefighter Property (FEPP) in the Federal Excess Property Management Information System (FEPMIS).

TO: USDA Forest Service, Fire and Aviation Management, (Insert Regional Office Name here), Director

The (Insert the State Forestry Agency name here) requests that the individuals listed below are granted access to FEPMIS to perform the functions necessary to manage the FEPP/FEPP property items that the (Insert the State Forestry Office name here that is responsible for the property management in the state) acquires for the purpose of rural and wildfire pre-suppression, suppression and their fire management program.

(I recommend listing at least 2 persons for each authority so that there is a back-up when a person is out of the office or if a person retires or leaves their position.)

The following personnel are authorized to perform all management functions in FEPMIS except for approving acquisition and disposal documents and certification of the FEPP/FEPP inventories.

Tom Jones, Fire Coordinator

Wayne Newton, FEPP Manager

Dean Martin, Administration Assistant

The following personnel are authorized to approve all acquisition and disposal documents in FEPMIS.

Julia Roberts, Fire Supervisor

Richard Gere, Bureau Chief

The following personnel are authorized to certify the FEPP and FEPP inventories in FEPMIS.

John Travolta, Accounting Technician

Sandra Bolluck, Administration Assistant

As the Accountable Officer, I delegate my authority to the persons listed above. I understand that the permissions in FEPMIS do not delegate authority as signatory on any documents where the USDA Forest Service requires my signature, i.e. Certified Inventory, Aircraft acquisitions, Aircraft User Reports, or the AD 112 form when property items are lost/stolen/damaged/destroyed.

This delegation is effective until one of the person/s listed is no longer authorized to act as my representative in FEPMIS. A new letter delegating authority will be prepared when this letter no longer lists authorized users of FEPMIS.

---

Signature Date

(Insert Accountable Officers Signature Block here)



## FEPMIS Blank Inventory Worksheet

**Property Number:** \_\_\_\_\_ **Labeled? Circle Yes No** \_\_\_\_\_

**State Property#:** \_\_\_\_\_ **Demil Code:** \_\_\_\_\_

**Insurance Expiration Date:** \_\_\_\_\_ **Property In-Service Date:** \_\_\_\_\_

**Physical Storage Location:** \_\_\_\_\_ **National Stock Number:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Make/Manufacturer:** \_\_\_\_\_ **Serial#:** \_\_\_\_\_

**Model#:** \_\_\_\_\_ **Model Year:** \_\_\_\_\_

**Unit of Issue:** \_\_\_\_\_ **Condition:** \_\_\_\_\_

**Flvble Operational:** \_\_\_\_\_ **FAA Registered:** \_\_\_\_\_

**Tanked:** \_\_\_\_\_ **In Hanger or Secure:** \_\_\_\_\_

**Tonnage:** \_\_\_\_\_ **Drive Type:** \_\_\_\_\_

**Vehicle License#:** \_\_\_\_\_ **Miles or Hours:** \_\_\_\_\_

**Fuel Type:** \_\_\_\_\_ **Number of Cylinders** \_\_\_\_\_

INVENTORIED \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Comments:

# FEPMIS Inventory Worksheet

## ALABAMA PHYSICAL INVENTORY WORKSHEET

AL FORESTRY COMMISSION/AUTAUGA/AUTAUGA COUNTY - 0100

FEPF - AG0002420042

Labeled? Circle Yes No

State Property#: 91891

Housed? Circle Yes No

Demil Code: A- NON-MLI DEMILITARIZATION NOT REQUIRED

Insurance Expiration Date: NA

Property In-Service Date: NA

Physical Storage Location: 2226 HWY. 14 W.  
AUTAUGAVILLE, AL 36003

Verify the following property details, fill all fields where applicable. If incorrect, line through incorrect information and write correct information on the right.

National Stock Number: 2330-00-TRA-ILER

Unit of Issue: EACH

FSC and Nomenclature: 2330 - TRAILERS

FEPF Type: PROVIDE DESCRIPTION

Additional Description: TRAILER UTILITY 6'X8'  
DUAL AXILE

Make/Manufacturer: SHOP MADE

Serial: 12602

Model#: UNKNOWN

Model Year: 0

Condition: USABLE

INVENTORIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# FEPMIS Shipping Document

07/1/2019 10:33:49

## SHIPPING DOCUMENT SHIPPING DOCUMENT NUMBER: AK170820004

**Contact Name:** Paul Keech  
**Contact Phone:** 907-451-2601  
**Shipping Information:**

### SHIPPING FROM:

STATE FIRE WAREHOUSE  
3700 AIRPORT WAY  
FAIRBANKS, AK 99709  
(Phone) 907-451-2640  
(Fax) 907-451-2669  
john.hoch@alaska.gov

### SHIPPING TO:

FAIRBANKS AREA OFFICE  
3700 AIRPORT WAY  
FAIRBANKS, AK 99709  
(Phone) 907-451-2601  
(Fax) 907-451-2633  
paul.keech@alaska.gov

CERTIFICATION: Transfer of property on this requisition is requested under the provision of the Federal Property and Administrative Services Act of 1949, as amended (P.L. 95-519) and Section 7 of the Cooperative Forestry Assistance Act of 1976 (P.L. 95-313). This requisition covers the acquisition of Federal excess personal property for use authorized by the Department of Agriculture for fire control activities. Properties acquired from the Department of Defense (DoD) Firefighter Property (FFP) program must be put into service for fire and/or emergency use, items that cannot be put into service will require approval from the state agency prior to disposal. Items requiring demilitarization (DEMIL codes C, D, & F) will be managed by the Forest Service until final disposition, and will be inventoried every 2 years by the owning agency. Approval for transfer and/or disposal of DEMIL items will be approved by the Forest Service. This property is not being acquired for sale, exchange, or trade-in and will be disposed of in accordance with instructions issued by the Forest Service.

<u>PROPERTY NO./ STATE PROP. NO.</u>	<u>DESCRIPTION</u>
AG0001518882 101X1735	FSC: 2330 - TRAILERS FEPP Type: SHOP Addl. Desc.: TRAILER, SHOWER/WASH CAR, 10X24 FT. "The Smokey Trailer" Comments: 10X24 OFFICE YES/FEPP 01/23/97, WLR, STATE WILL VALIDATFSC 5410 IF PERMANENT STRUCTUREE, Not permanent structure, is portable. Inventoried 3.19.15 Inventoried 9-28-16 Inventoried 02.07.19, add additional desc. & change Phy. Loc. LEGACY FEPP TYPE DESC: NO SUBTYPE LEGACY ASSIGNMENT# 200045993

**RECEIVED  
BY:** \_\_\_\_\_

**SIGNATURE**

**PRINTED NAME**

**SHIPPED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Gamma Goats and HMMWVs Demil Certificate

Property Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Manufacturer/Make/Model: \_\_\_\_\_

**This item requires demilitarization and is a Federally controlled inventory item. Disposition instructions will be provided by the USDA Forest Service according to DoD and/or FMR direction. The cooperator agrees to the following:**

- 1) This item will be inventoried biennially.
- 2) Location of property and condition will be reported and kept accurate in FEPMIS.
- 3) A State property number will be used to identify the item.
- 4) The cooperator will maintain 100% accountability of this item until final disposition.
- 5) Under no circumstances will property (usable or scrap) be sold or otherwise transferred to non-U.S. persons or exported.

Since this vehicle does not comply with the Federal Motor Vehicle Safety Standards and is designed for use under conditions unique to the Department of Defense, extra competence and caution should be exercised in the operation and use of this vehicle outside the design specifications. In accepting the transfer, the State Agency warrants that it will provide necessary operator training and hold the DoD harmless against all third parties in liability suits involving the operation of Gamma Goats or HMMWVs in its custody. Our authorization to use these vehicles is granted mainly for transporting water and/or supplies in difficult off-road terrain only.

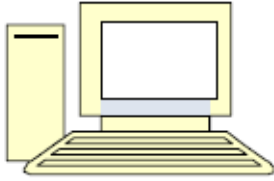
As the representative of a firefighting agency, I \_\_\_\_\_ agree to accept responsibility for the

\_\_\_\_\_ Fire Department.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## GSA My Sales access request form



# MySales Access Request Form

**PLEASE PRINT**

Agency Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**REQUESTOR'S INFORMATION:**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Your Activity Address Code (AAC) is the first 6 digits of your "Item Control Number."**

Activity Address Code:        
(6-Digit AAC Code)

**A link to the Agency/Bureau Codes is located on the MySales homepage.**

Agency/Bureau Code:      
(2-Digit Agency Code) (2-Digit Bureau Code)

**SELECT SCREENS TO ACCESS:**

- Review Your Sale Items
- Update Your User Information
- Withdraw Your Property Items From The Sales Process

If you have access to GSAXcess®, **no signature** is required for access to Review Your Sales Items and Update Your User Information screens. Just enter your GSAXcess® User ID \_\_\_\_\_ and fax your form.

If you need access to Withdraw Your Property Items from the Sales Process you will need to have the form **signed** by your Property Disposal Officer

If you do not have access to GSAXcess® and need Access to MySales you will need to have the form **signed** by your Property Disposal Officer.

**AUTHORIZING OFFICIAL:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Authorizing Official's Signature

Please send your form to: Corey Tilley  
MySales Coordinator  
2200 Crystal Drive  
Crystal Plaza 4, Room 706  
Arlington, VA 22202  
Telephone Number: (703) 605-2196  
Fax Number: (703) 605-9833  
Email Address: corey.tilley@gsa.gov

## Letter of Authorization to Remove Property

### Letter of Authorization to Remove

DATE:

TO: (Enter Disposition Services Site Name and address)

FROM: (List a FS Office who has submitted an FEPP Screener's and Authorization to Remove Property Letter on file with the Disposition Services site – see [Enclosure 7](#))

I, (List person who is on the Authorization letter to screen and remove property) \_\_\_\_\_ the

Undersigned, hereby authorize (List the person who will be picking up the property here) \_\_\_\_\_ to

remove the below listed requisitions on my behalf.

**Extent of Authority:** To remove property.

**SIGNATURE OF CUSTOMER:** (This is the signature of someone who is listed on the Authorization Letter in [Enclosure 7](#)) \_\_\_\_\_

-----  
-----  
**LIST ITEM(S) by Requisition Number:**

## Mutilation Certificate

Report Number:

NSN:

Serial Number:

Property Number:

Quantity:

Unit of Issue:

Location of Property:

I CERTIFY THAT THE ITEM(S) LISTED ABOVE WERE MUTILATED IN ACCORDANCE WITH DOD 4160.21-M-1, DEFENSE DEMILITARIZATION MANUAL, APPENDIX 4 , CATEGORY \_\_\_\_, PARAGRAPH \_\_\_\_, \_\_ (\_\_) AND/OR THE FOLLOWING APPLICABLE REGULATION \_\_\_\_\_.

**CERTIFIED BY and DATE (STATE Employee who witnessed the mutilation)**

(Printed name and signature)

**VERIFIED BY and DATE (FEDERAL Employee who is familiar with the item and can ensure the correct item is reported)**

(Printed name and signature)

Items will be mutilated in a manner that prevents reassembly as a usable item. All fluids and hazardous materials will be removed from the item prior to mutilation and disposed of accordingly. Pictures will be taken of the item before and after it has been mutilated and sent to the Forest Service to be placed in the official disposal record.

**PMO Approval to Screen and Remove Property**  
**FEPP SCREENER'S AND REMOVAL OF PROPERTY AUTHORIZATION**

Use your Regional letterhead      Date

TO: MEMORANDUM FOR DISTRIBUTION SERVICES LIST CITY NAME HERE

FROM: USDA FOREST SERVICE, REGION LIST YOUR REGIONAL OFFICE HERE

SUBJECT: AUTHORIZATION TO RESERVE, SCREEN, AND FOR DIRECT REMOVAL OF PROPERTY FROM DISTRIBUTION SERVICES.

1. Reference:

- a. DoD 4160.21-M, Chapter 5, Para B and G.
- b. Memorandum enter the date that you signed the MOA with the Accountable Officer agreeing to acquire DoD property, subject: Designation of Accountable Officer
- c. Memorandum, (see attachment for sample), enter the date that the Accountable Officer signed the Request Authorization appointing screeners, signatories, and DoD property removal. Authorization to Authenticate DD Form 1348-1A and appoint persons to Reserve, Screen, and for Direct Removal of property from Distribution Services.

2. IAW references above, the below listed individuals are authorized to reserve, screen, and for direct removal of property from Distribution Services on behalf of the Accountable Officer.

DODAAC:

SUPPLEMENTARY ADDRESS CODE:

ACTIVITY:

ADDRESS:

PHONE NUMBER:

FAX NUMBER:

- |          |                  |
|----------|------------------|
| 1. NAME: | SIGNATURE: _____ |
| 2. NAME: | SIGNATURE: _____ |
| 3. NAME: | SIGNATURE: _____ |
| 4. NAME: | SIGNATURE: _____ |

3. This letter expires you can make this one year from the date signed, or on the last day of the fiscal year or the last day of the calendar year,

PMO SIGNATURE and DATE  
PMO PRINTED NAME AND TITLE



# Purchaser's Receipt

GSA FEDERAL ACQUISITION SERVICE  
OFFICE OF PERSONAL PROPERTY MANAGEMENT

## PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM: 2. PAYMENT INFORMATION  
GSA, FAS, 6QSCB A. TYPE  
816-823-3700 N REFUND DUE Y PAID IN FULL  
1500 E BANNISTER RD, BLDG 6 B. AMOUNT: C. FORM OF PAYMENT: V  
KANSAS CITY \$3214.00 40085 57717  
MO 64131 D. REGISTER/REPORT NO.  
KATHY GOBLE (INTERNAL USE ONLY)  
TEL: (816)823-3700 P6211254/1282X9-2033-NE01  
FAX: (816)823-3701 E. REG TYPE: O (INTERNAL USE ONLY)  
KATHY.GOBLE@GSA.GOV 3. DEPOSIT INFORMATION  
A. APPROPRIATION ACCOUNT NUMBER  
255X4671

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED. PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE 5. COLLECTION OFFICER  
PROPERTY BY, UNLESS NOTIFIED /S/ LEANN GAUNTT  
BY GSA: 05/31/12 05/16/12

6. PURCHASER 7. OWNING AGENCY OR REPORTING OFFICE  
BIDDER NO.: 210292 US FOREST SERVICE  
740 SIMMS ST.  
SCOTT PETERSON MOTORS  
30 5TH AVE GOLDEN  
BELLE FOURCHE CO 80401  
SD 57717 LEW SIEBER  
TEL: (508)920-2643 EXT. 8922643 TEL: (402)624-8061  
FAX: (402)624-8062  
JIM@SCOTTPETERSONMOTORS.COM LSIEBER2@UNL.EDU

8B. SIGNATURE OF PURCHASER  
OR DESIGNATED PERSON

37

1

8A. PROPERTY LOCATION (ACCOMPANIED WITH WRITTEN AUTHORIZATION)  
NEBRASKA STATE FORESTRY  
1071 COUNTY ROAD G  
ITHACA  
NE 68033  
LEW SIEBER  
TEL: (402)624-8061  
FAX: (402)624-8062  
LSIEBER2@UNL.EDU

8C. DATE  
May 30 2012

8D. EXCEPTIONS NOTED BELOW  
\_ YES \_ NO

9. PROPERTY DESCRIPTION  
A. SALE NO. B. LOT NO. C. CONTRACT NO. D. QUANTITY E. UNIT  
61QSC12021 037 GS06F12FBE1735 1 LT  
YEAR: 1963, MAKE: DODGE, MODEL: M200  
VIN: 002261320678 MILEAGE: 99563  
3/4 TON, 4X4, CREWCAB, (REPAIRS REQUIRED, DOES NOT RUN, STARTER BAD & HAS MICE DAMAGE) (NFC# 1102540394) (1282X92033NE01) 1 EA.

## Request to Screen and Remove Property

# STATE AGENCY TO REQUEST AUTHORIZATION TO SCREEN AND REMOVE FEPP PROPERTY

Use your State letterhead here Date

TO: USDA FOREST SERVICE, REGION LIST YOUR FS REGIONAL OFFICE HERE

FROM: LIST THE STATE OFFICE HERE THAT IS RESPONSIBLE FOR THE ACQUISITION AND MANAGEMENT OF FEPP

SUBJECT: AUTHORIZATION TO RESERVE, SCREEN, AND FOR DIRECT REMOVAL OF PROPERTY FROM THE DISTRIBUTION SERVICE CENTER LIST THE CITY NAME OF THE DISTRIBUTION SERVICES HERE.

1. Reference:
  - a. DoD 4160.21-M (Chapter 5, Para B and G)
  - b. Forest Service FEPP Standard Operating Procedures (Chapter 10)
  - c. Federal Management Regulations (101-43.309-1 and 101-43.309-5)
  
2. IAW references above, the below listed individuals are authorized to reserve, screen, and for direct removal of property from the Distribution Services on behalf of the Accountable Officer.

Name:  
Title:  
Address:  
Telephone #:  
Fax #:  
E-mail address:  
Signature: \_\_\_\_\_

Name:  
Title:  
Address:  
Telephone #:  
Fax #:  
E-mail address:  
Signature: \_\_\_\_\_

*(You can add as many names as needed on this one letter, but you will need individual signatures for each person you are giving authority to)*

*Signature of your Accountable Officer or delegate and Date*  
*Printed name and title of Signatory*

3. This Letter will be replaced when changes are needed.

## Scrap Metal Custodian Worksheet

DESCRIPTION OF SCRAP TO BE REMOVED: \_\_\_\_\_

ESTIMATED WEIGHT \_\_\_\_\_ LBS. OR PER LOT

LOCATION OF PROPERTY: \_\_\_\_\_

APPROVED DOCUMENT NUMBER: \_\_\_\_\_ NFC PROPERTY#(s) \_\_\_\_\_

BIDDER #1: \_\_\_\_\_ BIDDER #2: \_\_\_\_\_  
(Name) (Name)

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

BID AMOUNT: \_\_\_\_\_ BID AMOUNT: \_\_\_\_\_

BIDDER #3: \_\_\_\_\_ JUSTIFICATION IF LESS THAN 3 BIDDERS:  
(Name) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DATE: \_\_\_\_\_

BID AMOUNT: \_\_\_\_\_

DATE REMOVAL COMPLETED \_\_\_\_\_

\_\_\_\_\_  
CUSTODIAN SIGNATURE

\_\_\_\_\_  
DATE

(Forward this form with the signed copy of the Contractor Agreement Form and agreed payment via Cashier's Check or Money Order made payable to the U.S. General Fund )

## Scrap Metal Sale Authorization

Use your Regional office letter head

**File Code:** 3120

**Date:**

Place state agency FEPP Manager and address information here.

Dear Mr. Smith:

The following items are authorized for local scrap sale.

**Agency Report#:**

**Nomenclature:**

**Property Number:**

**Serial Number:**

Property will not be removed from the FEPP Inventory until final disposition information is received (signed and dated Contractors Agreement Form).

Should you have questions or need additional information contact me direct at: (contact phone number and email address)

Sincerely,

PMO's name here

Property Management Officer

Cc: Disposal Files

## Scrap Sale Contractors Agreement Form

CONTRACTORS: (NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

(PHONE NUMBER) \_\_\_\_\_

I agree to pick up **ALL** scrap as bid, in the amount of \$ \_\_\_\_\_, within \_\_\_\_\_ days. **PAYMENT WILL BE MADE IN FULL PRIOR TO REMOVAL OF THE PROPERTY.**

Payment must be made payable to: **U.S. General Fund via Cashier's Check or Money Order.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## Scrap Metal Residue Sale Contractors Agreement Form

CONTRACTOR: (NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

(PHONE NUMBER) \_\_\_\_\_

I agree to pick up **ALL** scrap as bid, in the amount of \$ \_\_\_\_\_, within \_\_\_\_\_ days. **PAYMENT WILL BE MADE IN FULL PRIOR TO REMOVAL OF THE PROPERTY.**

**This item is residue of \_\_\_\_\_; it cannot be placed into use for its intended purpose and has a value only as scrap metal. This item cannot be sold to any non-U.S. citizens or transported outside the United States.**

Payment must be made payable to: **(State Agency or authorized recipient of collected funds)**

---

**SIGNATURE**

**DATE**

Cc: Place the POC info here.

# Screener Application



Enter FS Regional Office information here

## Excess Property Screener's Application

**A**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First MI Last Month/Day/Year

**B**

Business Address: \_\_\_\_\_  
\_\_\_\_\_

**C**

Telephone # \_\_\_\_\_  
Email address: \_\_\_\_\_

**D**

Driver's License Number & State: \_\_\_\_\_  
ID Number & State: \_\_\_\_\_  
Organization You Represent \_\_\_\_\_

**E**

List any Organizations for which you have previously been issued a Screener's Identification Card: \_\_\_\_\_  
\_\_\_\_\_  
How many years of screening experience: \_\_\_\_\_

**F**

### Certification

I understand that a Screener's Identification Card may be used only for the purpose of screening Federal Excess Personal Property (FEPP) and/or Firefighter Property (FFP) program for use by the organization shown above, with that use subject to any limitations or restrictions imposed by the Federal Agency Sponsor. I understand that excess personal property approved for transfer or reutilization by General Services Administration (GSA) or Department of Defense (DoD) is transferred for use by authorized recipients. I understand that transfer of excess property for the purpose of exchange or sale violates federal law, even if the proceeds are used in furtherance of the approved activity. I further understand that I cannot be paid for screening services with FEPP or FFP property transferred by the GSA or DoD and that acceptance of FEPP or FFP property as payment for services violates federal law.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Federal Agency Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Period of Screening Authorized: \_\_\_\_\_  
(Will be five years from end of month issued, unless otherwise authorized.)

Federal Installations, Geographic Areas (STATES), or GSA Regions, Authorized to be Screened: **NATIONWIDE**

To Be Filled Out By U.S. Forest Service Only  
Expiration Date \_\_\_\_\_ Card# \_\_\_\_\_

## State Cooperators Inventory Training Certification

### Training Requirement:

Any employee who will conduct a physical inspection, enter corrected data in FEPMIS or certify the inventory of FEPP Demil or Sensitive property must read these directions completely and sign the “State Cooperators Inventory Training Certification” statement at the end of this document prior to conducting the inventory.

- A signed copy of the “State Cooperators Inventory Training Certification Statement” must be provided to the USDA Forest Service Regional Property Management Officer for each state employee who is involved in the FEPP inventory prior to conducting inventory procedures.
- Original signature copies will be kept in the State Agencies inventory files.
- A copy of the “State Cooperators Inventory Training Certification Statement” will be kept on file at the USDA Forest Service Regional office with the inventory file.

### Inventory Due Date:

State FEPP Inventory procedures are to be conducted biennially and will be due no later than December 31 of year due.

- All FEPP Inventoried property must be physically inspected.

### Disposals during an Inventory:

The state agency ensures that all disposition documentation is submitted to the USDA Forest Service Regional office Property Management Officer throughout the inventory period.

- Property items cannot be removed from FEPMIS inventory without the proper documentation.
- Annotating the inventory worksheet that an item has been sold or disposed of, will not be enough to remove an item from inventory.

### Inventory Worksheets:

Demil or Sensitive items will be inventoried, and information verified on the FEPMIS Inventory Worksheets.

- A FEPMIS inventory worksheet will be printed for each Demil or Sensitive inventoried item.
- FEPMIS Inventory Worksheets will be sent/given to the Inventory Takers along with the Inventory Takers Instructions prior to performing the inventory tasks.

### Inventory Taker Instructions:



1. The Inventory Taker verifies **all** the information that is on the FEPMIS Inventory worksheet when they physically view the property.
2. Any required property information data fields that are blank must be filled in with the correct property information if applicable.
3. If there is a discrepancy between the worksheet and the actual property information, the Inventory Taker will line through the incorrect information on the worksheet and write the correct information above the line.
4. Each FEPMIS Inventory Worksheet will be signed and dated (do not use initials) by the Inventory Taker who verified the property information.
5. A state agency employee will log into FEPMIS and make the changes in the database, before the inventory is due for reconciliation on December 31st.
  - In some states, employees that inspect the property do not have access into FEPMIS. If that is the case, the person making the changes in FEPMIS must annotate in the justification field of FEPMIS which state employee physically inventoried the item. If the employee who saw the item makes the changes in FEPMIS, they would only have to justify the changes by stating something like “inventoried”.
  - The inventoried date in FEPMIS must be the date that the property was inspected.
6. Items that have been disposed of but are still on the FEPMIS inventory will require the state agency to provide the FS PMO with a copy of the transfer or disposal document.
  - Items must be removed from the state inventory in FEPMIS before the Accountable Officer certifies.
7. Items that cannot be located must be reported as lost. These items require the FEPP manager to create a change of status stating the circumstances.
  - The FS PMO will be notified immediately for items that have been lost.
  - The State will initiate an investigation to attempt to recover the lost item. Every effort must be made to locate the item and perform the inventory.
  - Lost items that have not been located within the 3 months will require a Federal investigation.
  - The Accountable Officer may not certify the inventory unless all items have been verified.
8. The state FEPP Manager will keep the completed inventory worksheets for a minimum of 6 years.
9. After all changes have been made and all items are verified in FEPMIS, the Accountable Officer can certify the FEPMIS inventory.

**I have read and understand the requirements and processes of The U.S. Forest Service FEPP program inventory procedures.**

---

**Printed Name**

---

**Agency**

---

**Phone Number**

---

**E-mail address**

---

**Supervisor Name and Phone Number**

**I will perform the following task/s in the \_\_\_\_\_ FEPP Inventory:  
(Calendar year inventory is due)**

- Conduct Physical Inspections**
- Update and/or Enter property information in FEPMIS**
- Certify FEPP Inventory**

---

**Signature**

---

**Date**

**Review Format**

# Federal Excess Personal Property Review

**Date of Review**

**If possible, provide a picture on an item that is FEPP and viewed on the review.**

**List State Forestry Name**

**USDA Forest Service  
List FS Regional Office  
Fire and Aviation**

[Table of Contents](#)

## INTRODUCTION

This activity review was a team effort of the (Enter State Forestry Agency Name and Abbreviation for future reference) and the USDA Forest Service (FS) to manage Firefighter Property.

The overall administration of the Federal Excess Personal Property (FEPP) program was reviewed including the use, management, accountability, and disposal of items. The FEPP review was conducted from (Enter the dates of the review). Information from the review is contained in this report.

Currently the (Enter the Abbreviated name of the State Forestry Agency) assists (List how many Fire Departments participate in FEPP in the state) cooperators throughout the state of (State Name). Cooperative fire protection agreements between the State and fire departments legalize the requisitions and assignments of FEPP.

The (Enter the Abbreviated name of the State Forestry Agency) has acquired (List how many) FEPP trucks and trailers for (list VFDs have received these items) rural fire departments, protecting an estimated (list the state's population) (State Name) citizens. A total of (how many items were viewed during the review) FEPP items were inventoried. The majority of the FEPP inventory is (list what items are mostly acquired in FEPP). The remainder consists of miscellaneous items totaling about (What is the value of FEPP acquired) in acquisition costs.

## PURPOSE OF REVIEW

The USDA Forest Service is authorized manage the FEPP program under cooperative agreements with the State Forestry Agency. FEPP property must be used within program guidelines and must be accounted for (inventoried) regularly. The review process is designed to identify areas of program weakness with the Federal or State management processes before they can become problems. A plan to correct weaknesses is the second major component of the review. Setting realistic completion dates for actions and establishing a follow-up process is part of that. The third component is identifying the commendable actions or processes that keep the FEPP program active and productive. These will be shared with other States.

## REVIEW TEAM

On each review State and Federal employees who work with Federal Excess Personal Property (FEPP) are invited to participate as members of the review team. Team members were:

(List each person and title who participated in the review)

## ENTRANCE CONFERENCE

On (Enter first date of the review), the entrance conference was held at the (enter State Forestry name and acronym) conference room in (enter City and State where meeting took place). The Team Leader advised those present of the purpose, scope, and objectives of the review. In addition to the FEPP review team members, the entrance conference was attended by (List any names and titles of people who attended the meeting but didn't go out to review the property).

## COMMENDATIONS

The (enter the State Forestry Name) was very hospitable to the team, well prepared for the review, and provided good accommodations for the entrance and exit meetings.

(Provide names and accomplishments of any state employee or FD that did something exemplary or provided an additional service to make the review successful.)

## COMMENTS

In (enter year), there were (enter how many wildfires) wildland fires involving (enter how many acres were involved in wildfire) acres which occurred throughout the state of (enter state name). The (enter state forestry acronym) and VFDs are responsible for the initial wildfire attack. The VFDs were aware of the requirements to be participants in the FEPP program. The Federal Excess Property Management Information System (FEPMIS) is required to be used by all states to manage and track FEPP. The FEPP Manager and various State District Managers are responsible for ensuring all FEPP property is correctly accounted for and located correctly in FEPMIS. The (enter state forestry acronym) FEPP Program manager, (enter his/her name and state the circumstances pertaining to the program and the employees involved; i.e. their process for acquiring and assigning FEPP, the accuracy of the data in FEPMIS, if there were problems in the state and how they have been resolved, what was the condition of the property items that were viewed, were they properly stored and secured).

## EXIT CONFERENCE

The exit conference was held at the (state the location of the exit conference, including city and state). (Enter the FS employee who gave the briefing) presented a review of the findings and made suggestions and recommendations. In addition to the review team members, the exit conference was attended by (enter name and title of anyone else who attended the exit conference that didn't go out on the review).

## PROGRAM REVIEW SUMMARY

Physical inspection was made of (enter # of pieces of property viewed) pieces of excess property located at (enter # of locations visited) locations.

(See notes in Exhibit A).

Answer the following questions, with a YES or NO - for an answer that requires additional clarification, insert an asterisks (\*) after the response and explain further at the end of the Summary. Enter "N/A" if not applicable to the States FEPP program.

<b>Inventories:</b>	
1. Are physical inventories being conducted every two years?	
2. Does the State have signed and dated Inventory Training Certificates for each person who performed a function in the last inventory?	
3. Are FEPMIS Inventory Worksheets completed, signed and dated for each piece of FEPP property that is Inventoried?	
4. Are the physical inventory results being reconciled in FEPMIS?	
5. Is the date that the item was inventoried entered in FEPMIS?	
6. Does the State provide reminders on the rules and requirements of FEPP when conducting inventories?	
<b>Documentation:</b>	
7. Does the State have regulations and policies in place for the FEPP program?	
8. Are there written agreements with each local fire department for the use, care and disposal of FEPP?	
9. Does the State ensure liability insurance is carried on all FEPP vehicles for one year after the item has been placed into service?	
10. Is there a formal process for users to request FEPP equipment?	
11. Does the State have a formal process for ensuring proper programmatic use of FEPP?	
12. Are Acquisition and Disposal documents filed and retained according to FS requirements?	
13. Does the State identify items received in a batch or lot to the individual recipients?	
14. Did FS approve disposals prior to the State agency cannibalizing, modifying, or disposing of FEPP items?	
15. Are disposal documents filed and retained according to FS requirements?	
16. Are documents and images uploaded in FEPMIS as required?	
<b>Data Entry:</b>	
17. Have all Acquisitions been identified and receipted in FEPMIS?	
18. Is the State receipting acquired FEPP with accurate and complete information in FEPMIS within 30 days of allocation?	
19. Were the selected Shipping/issue documentation/audit trails complete, including the internal transfers?	
20. Is the State ensuring Demil and Sensitive FEPP property is identified and tracked in FEPMIS (using correct NSN's)?	
21. Is the State verifying the property has been placed into service and used appropriately?	
22. Is FEPP tracked with correct Federal Property Numbers?	
<b>Items Viewed:</b>	
23. Are Cooperative agreements current, with signatures that are still valid?	
24. Was the property in usable condition?	

25. Were items selected found in the expected locations?	
26. Were the items inspected properly maintained and stored?	
27. Are modification done properly and safely?	
28. Were items selected for sampling found in proper program use?	
29. Is equipment identified as FEPP with a FEPP sticker and Property Number?	
30. Were Fire Departments aware of the requirements for use and the USDA Forest Service ownership?	
31. Is rehabilitation being accomplished in a timely manner?	
<b>Disposal:</b>	
32. Does the State have a formal disposal process for Disposal of FEPP?	
33. Are Purchaser's Receipts submit to the Regional PMO in a timely manner?	
34. Are Mutilation and Demil Certification slips signed accordingly?	
35. Are there outstanding AD-112's or FS 3100-09's open?	
36. Does the state maintain a warehouse with large quantities of property?	
37. Is there a Boneyard with items sitting for extended periods of time?	
<b>Reviews:</b>	
38. Is there a formal process in place to resolve concerns identified during state reviews or audits?	
39. Have action items from the last review/audit been cleared?	
<b>FEPP Aircraft:</b>	
40. Are Use Logs accurate and up-to-date?	
41. Are records for FSCAP and other time/life parts kept accurately?	
42. Are undocumented scrap parts being sufficiently destroyed to prevent unauthorized use by the private sector?	
43. Is the use of aircraft within the 90/10 rule?	
44. Are maintenance records in compliance with FAA regulations?	

A "NO" on the Program Review Summary will require an action Item.

## NARRATIVES

Explanation of the Program Review Summary: item questions which required additional details to the response.

### 1.Explanation of "YES" (with Asterisk) Response:

(List the item number with the question followed by the response for "YES" answer with an Asterisk.)

### 2.Explanation of "NO" Response:

(List the item number with the question followed by the response for "NO" answer with an Asterisk.)

## ACTION PLAN

Items identified in the Program Review Summary which indicated a "NO" response. These items are non-compliant to the FEPP requirements and procedures and require corrective action.

Action Item	Due Date
1) (List item number and what the State or FS will do to resolve any "NO" responses.)	(Give a realistic target date for the State to meet the requirement.)
2)	

3)	
----	--



## FINDINGS AND RECOMMENDATIONS:

Property items that were viewed by the USDA Forest Service, these items require corrections to be made in FEPMIS.

(You will list all your findings and recommendations for property items that you viewed.)

**1. Finding:** (Give a clear and concise statement on what the finding was.)

**Recommendation:** (Identify what needs to be done to fix the problem that was identified.)

**Target date:** (Give a realistic target date for the State to meet the requirement.)

**Responsibility:** (List what position/s in the State Agency will resolve this requirement.)

---

**2. Finding:** (Give a clear and concise statement on what the finding was.)

**Recommendation:** (Identify what needs to be done to fix the problem that was identified.)

**Target date:** (Give a realistic target date for the State to meet the requirement.)

**Responsibility:** (List what position/s in the State Agency will resolve this requirement.)

(Provide a single line between each finding. Copy and paste the previous line, the numbering system will correct itself.)

---

**3. Finding:** The following items were not in the location indicated in FEPMIS:

Property or Serial Number	FEPMIS Location	Property or Serial Number	FEPMIS Location

**Recommendation:** Update FEPMIS to show the correct location.

**Target date:** (Give a realistic target date for the State to meet the requirement.)

**Responsibility:** (List what position/s in the State Agency will resolve this requirement.)

## LOCATIONS VISITED

### Exhibition A

Location Visited	FS Visitor	# of Items Inspected	Comments
(Enter State or VFD Name)	(Enter FS employee's last name.)	(Enter how many FEPP items you	(Enter any comments good or bad concerning the site and the equipment that was inspected.)

		<b>saw at this site.)</b>	

**Exhibition B**

**Point of Contact at the Sites Visited**

(List the site name, the person who you spoke with and their title here.)

**AGENDA**

(Place a copy of the Review Agenda here.)

Cc: National FEPP Program Manager, Washington Office

# Form Samples

## AD 112

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE	
<b>REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY</b>				
<b>SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT</b>				
1. STATUS OF PROPERTY (Check only one - report each type separately)		2. REPORTING ACTIVITY (Show agency, unit, and address)		
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		<input type="checkbox"/> Lost or stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		
<b>3. PROPERTY ITEMS (See attachment for additional entries)</b>				
QUANTITY (Or property no.) (A)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) (B)	ACQUISITION COST (C)	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) (D)	
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	
<b>SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY</b>				
1. After due consideration of all known facts and circumstances in this case, it is determined that:				
<input type="checkbox"/> a. The loss, theft, damage, or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.				
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE	
<b>SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY</b>				
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3 (D):				
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)				
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE	
<b>SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION:</b> <i>I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3 (D).</i>				
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE	
3. SIGNATURE OF WITNESS			4. DATE	
<b>SECTION V - CERTIFICATION OF PROPERTY AND FISCAL OFFICERS</b>				
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE	
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE	
AD-112 (Rev. 3/94) <span style="float: right;">□</span>				

United States Department of Agriculture

**REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY**

Report No.
Date
3. Proceeds Received
\$

1. Type of Transaction (Report Each Type Separately)

Transfer     Sale     Trade in     Donation  
 Construction     Temporary Loan Record

2. Authorization Reference

4. Reporting Agency

5. Receiving Agency (Or Name of Purchaser or Donee)

A. Organizational Unit

A. Organizational Unit (Or Address of Purchaser)

B. Location

B. Location

C. Signature

C. Signature

D. Title

D. Title

E. Date

6. Property Items		
Quantity (Or Property No.)	Item Description (Give Full Details Including Serial Number, if Any, and Condition Code)	Inventory Value

**Certification of Property and Fiscal Officers**

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. Fiscal Officer

A.  The sum indicated below has been received in payment for the property disposed of.

B.  The necessary entries have been made to adjust accounting records.

Amount (\$) \_\_\_\_\_ Schedule No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FS 3100-3 FEPP tags

### Federal Property—Fire Use Only

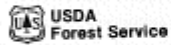


This unit of Federal Property is under the control of the USDA, Forest Service and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

No.

FS-3100-3 (12/84)

### Federal Property—Fire Use Only

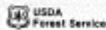


This unit of Federal Property is under the control of the USDA, Forest Service and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

No.

FS-3100-3a (12/84)

### Federal Property—Fire Use Only



This unit of Federal Property is under the control of the USDA, Forest Service and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

No.

FS-3100-3b (12/84)



For Forest Service Internal Use Only

**REQUEST FOR CANNIBALIZATION, MODIFICATION AND DEREGISTRATION OF FOREST SERVICE OWNED PROPERTY**

Property Report No.: [ ]

Date: [ ]

**SECTION I – ACCOUNTABLE PROPERTY OFFICERS REPORT**

<b>1. STATUS OF PROPERTY (check only one)</b> <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Destroyed <input type="checkbox"/> Damaged	<b>2. ACTION REQUESTED (check only one)</b> <input type="checkbox"/> Cannibalize for Parts <input type="checkbox"/> Modify Item <input type="checkbox"/> Deregister Aircraft (initiate aircraft deregistration)	<b>3. REPORTING ACTIVITY</b> (Agency, address, phone, fax, and e-mail address) [ ]
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------

<b>4. QTY</b> [ ]	<b>5. ITEM DESCRIPTION AND OTHER DETAILS (include NFC ID No., Serial No.'s, model, manufacturer, year, acquisition date, current condition, and other pertinent details).</b> [ ]	<b>6. ORIGINAL ACQUISITION COST</b> [ ]
----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------

**7. EXPLANATION AND INTENDED USE OF THE ITEM (Describe what major components will be removed from the property item; list all items with an original estimated acquisition cost of \$5,000.00 or greater):** [ ]

<b>8a. Printed name of custodian or appointee:</b> [ ]	<b>8b. Signature of custodian or appointee:</b> [ ]	<b>8c. Date:</b> [ ]
-----------------------------------------------------------	--------------------------------------------------------	----------------------

**SECTION II – FOREST SERVICE APPROVAL (complete 1 – 4 when applicable)**

<b>1. Estimated date of completion (not to exceed four (4) years):</b> [ ]	<b>2. One-year extension requested date:</b> [ ] <b>2a. Justification for extension:</b> [ ]	<b>3. Actual date of completion (not to exceed 5 years from approval date):</b> [ ] <b>4. Carcass disposal report number:</b> [ ]
<b>5a. Printed name of PMO:</b> [ ]	<b>5b. Signature of PMO:</b> [ ]	<b>5c. Date:</b> [ ]

**SECTION III – CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, MODIFICATION, OR DEREGISTRATION**

I certify that cannibalization, modification, or deregistration action for item authorized in Section II was completed on this date: [ ]

<b>1a. Printed name of custodian or appointee:</b> [ ]	<b>1b. Signature of custodian or appointee:</b> [ ]	<b>1c. Date:</b> [ ]
<b>2a. Printed name of Witness:</b> [ ]	<b>2b. Signature of Witness:</b> [ ]	<b>2c. Date:</b> [ ]

**SECTION IV – CERTIFICATION OF PROPERTY AND FISCAL OFFICERS**

<b>1a. <input type="checkbox"/> Yes, the necessary entries have been made to adjust property records.</b> Signature of Property Management Officer: [ ]	<b>1b. Date:</b> [ ]
<b>2a. <input type="checkbox"/> Yes, the necessary action has been taken to adjust the accounting records.</b> Signature of Fiscal Officer: [ ]	<b>2b. Date:</b> [ ]

**Cooperative Agreement Between  
USDA Forest Service, \_\_\_\_\_ (enter Region name)  
And State of \_\_\_\_\_ (enter state name, Department/Division)  
for use of  
Federal Excess Personal Property  
in the Cooperative Fire Protection Program**

THIS AGREEMENT is entered into by and between the State of \_\_\_\_\_, by and through the **Agency name**, hereinafter referred to as the STATE, under the authority of State Forestry Laws, **insert applicable State statute references**, and the Chief of the Forest Service, United States Department of Agriculture (USDA), by and through the **Regional Forester or Regional Director**, hereinafter referred to as the FOREST SERVICE.

I. PURPOSE

The purpose of the Cooperative Agreement (Agreement) is to provide the STATE with Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows cooperators to take custody of and use FEPP for firefighting purposes.

II. MUTUAL INTEREST OF PARTIES

The STATE has an interest in accepting, on loan, FEPP that it or other entities within the STATE can use in its firefighting efforts. The STATE desires to cooperate with the FOREST SERVICE in these efforts.

The FOREST SERVICE desires to cooperate with the STATE in the prevention and control of wildland fires and the use of prescribed fires on non-Federal rural lands and in rural communities, which require specialized fire protection equipment.

III. AUTHORITIES

The Cooperative Forestry Assistance Act of 1978 authorizes the FEPP Program (16 U.S.C. § 2106(c) as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the FOREST SERVICE may lend FEPP needed for rural fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV. RESPONSIBILITIES

THE STATE SHALL:

1. Accept on loan only FEPP that the STATE Fire Program can and will use efficiently for rural fire protection activities.



2. Administer, account for, use and dispose of FEPP in accordance with written direction of the FOREST SERVICE and of the General Services Administration (GSA). These regulations are summarized in the FEPP Desk Guide. However, the statutes and regulations take precedence over the Desk Guide, which is published as guidance, not binding regulation. The regulations are amended from time to time and the STATE agrees to comply with current and future amended regulations. The following regulations are applicable:
  - a. Federal Acquisition Assistance Handbook (FSH 3109.12),
  - b. Personal Property Management (FSM 6410),
  - c. Forest Service Property Management Regulations (FSH 6409.31, 104-50),
  - d. Agriculture Property Management Regulations (FSH 6409.31, 104-50), and
  - e. Federal Management Regulations (FMR 102-36).
3. Establish controls necessary to account for, manage, use, and dispose of said property, which is further assigned to other local cooperators or users in accordance with the Federal Acquisition Assistance Handbook (FSH 3109.12). The Federal Excess Property Management Information Systems (FEPMIS) will be used to meet this requirement.
4. Perform physical inventory of FEPP and reconcile to property accounting records at least biennially or as requested by the Forest Service Property Management Officer.
5. Use the FEPMIS to document acquisition and disposal of FEPP.
6. Reimburse the Federal Government for the fair market value of lost, stolen, or damaged FEPP when the FOREST SERVICE determines the loss, theft, or damage was the result of gross negligence, or repair or replace the equipment at STATE expense. Fair market value is defined in the Federal Management Regulations at FMR 102-36.40.
7. Provide to the FOREST SERVICE (including its Office of Inspector General), the Comptroller General of the United States, and their authorized representatives access and the right to examine all records, books, papers, or documents relating to the FEPP program. This requirement shall also apply to all other recipients and users of FEPP, including local governments, private organizations, recognized Indian Tribes, and individuals. This provision shall be incorporated into any agreement between the STATE and other users.

THE FOREST SERVICE SHALL:

1. Provide the STATE with the FEPP Handbook, the FEPP Desk Guide, copies of other applicable Forest Service Manuals or Handbooks if requested, and any subsequent changes and instructions relating to the FEPP program. These materials may be provided via the Internet.
2. Provide guidance and direction to the STATE in the management and disposal of FEPP.
3. Maintain adequate records necessary to control FEPP as defined in the FEPP Desk Guide.

V. OTHER TERMS OF AGREEMENT

1. Title to all FEPP shall remain vested in the United States.
2. STATE may retain custody of FEPP at its discretion, as long as program requirements are met.

3. Nothing herein shall be construed as obligating the FOREST SERVICE to expend funds or as involving the United States in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for this work.
4. This agreement shall be effective upon execution by the parties hereto and be renewed by both parties for a maximum of five (5) years from the time of execution, unless terminated by either party in writing. This agreement supersedes all prior agreements related to the FEPP program.
5. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the STATE shall be ineligible to continue participation in the FEPP program. Upon termination of this agreement, all FEPP assigned to the STATE shall be returned to the FOREST SERVICE. Prior to terminating a State's eligibility for cause, the FOREST SERVICE shall attempt alternative resolutions.
6. STATE and FOREST SERVICE will perform joint reviews to ensure compliance with the FEPP Handbook and other applicable statutes and regulations, and to recommend changes to improve the program or to bring into compliance with program and property management requirements.
7. Modifications shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by the parties, prior to any changes being performed.
8. Any information furnished to the FOREST SERVICE under this Agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
9. This instrument in no way restricts the FOREST SERVICE or the STATE from participating in similar activities with other public or private agencies, organizations, and individuals.
10. The principal contacts for this Agreement are:

(Insert FS Contact Name)	(Insert Cooperator Contact Name)
USDA Forest Service	(State Agency Name)
(Staff & Location)	(State Division Name)
(FS Mailing Address)	(State Agency Mailing Address)
(City, State, Zip Code)	(City, State, Zip Code)
(Contact Telephone No.)	(Contact Telephone No.)
(Fax No.)	(Fax No.)
(E-mail address)	(E-mail address)

11. **AUTHORIZED REPRESENTATIVES.** By signature below, the STATE certifies that the individuals listed in this document are its representatives and are authorized to act in their respective areas for matters related to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

---

(Accountable Officer Name, Title and Date signed)

---

(USDA FS Regional Forester or Regional or Area Directors name) and Date  
(Title of signatory), USDA Forest Service

Cc: Regional Forester  
Regional/Area Director  
National FEPP Program Manager, Fire and Aviation Management/WO

Attachment – Current FEPP Inventory

## OF 92 Screener ID card

SCREENER'S IDENTIFICATION	
<b>PHOTO</b>	NAME
	ORGANIZATION
	SIGNATURE
	SPONSORING AGENCY
	<b>NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE</b>
AUTHORIZED FOR LOCAL REPRODUCTION <b>OPTIONAL FORM 92 (5/2001)</b>	

This Card Holder is authorized to screen and select personal property subject to the constraints hereon indicated.	
CARD NUMBER	EXPIRATION DATE
AUTHORIZED PROGRAM AND DATES	AUTHORIZED SCREENING LOCATION
SIGNATURE OF SPONSORING AGENCY OFFICIAL	
<b>TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION.</b>	
AUTHORIZED FOR LOCAL REPRODUCTION <b>OPTIONAL FORM 92 (5/2001)</b>	



TRANSFER ORDER  
 EXCESS PERSONAL PROPERTY  
 GSA CONTROL NUMBER:

TO: GENERAL SERVICES ADMINISTRATION

ACTIVITY ADDRESS CODE:  
 AGENCY CONTROL NUMBER:  
 ORDERING AGENCY:

HOLDING AGENCY:

ACCOUNTABLE OFFICE:

LOCATION OF PROPERTY:

SHIPPING INSTRUCTIONS:

REQUESTER:  
 FAX TO:  
 SHIP TO:

ITEM CONTROL NO.	STOCK NUMBER	REP	QUANTITY	UI	UNIT COST	COND
N82473 0280 0006	3220 00WOODWOR	N	1	EA	\$800.00	B1
DESCRIPTION: WOODWORKING MACHINES						
FEPP TYPE: NO SUBTYPE						
SRD: 01/17/2011 DMIL: A						
LOCATION: N010970A0						
MIL REQ DOC NO.: 129AGN 0347 T021						

**CERTIFICATION:** Transfer of property on this requisition is requested under the provision of the Federal Property and Administrative Services Act of 1949, as amended (P.L.95-519), and Section 7 of the Cooperative Forestry Assistance Act of 1976 (P.L. 95-313). This requisition covers the acquisition of Federal excess personal property for use authorized by the Department of Agriculture for fire control activities. This property is not being acquired for sale, exchange, or trade-in and will be disposed of in accordance with instructions issued by the Forest Service.

\_\_\_\_\_  
 (Signature - State Forester) (Date)

ORDERING AGENCY APPROVAL:  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_  
 TITLE Property Management Officer  
 FAX 1-707-562-9058

GSA APPROVAL:  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

TOTAL LINES: 1

TOTAL VALUE: \$800.00

<b>TRANSFER ORDER SURPLUS PERSONAL PROPERTY</b>		1. ORDER NUMBER a. _____ b. _____	FORM APPROVED OMB NO. <b>29-80167</b>	PAGE 1 OF _____ PAGES
2. TYPE OF ORDER <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> BUREAU <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE	4. SET ASIDE DATE	5. <input type="checkbox"/> NON-REPORTABLE <input type="checkbox"/> REPORTABLE
7. TO: <b>GENERAL SERVICES ADMINISTRATION (GSA)*</b>			6. LOCATION OF PROPERTY Location of property within State	
9. HOLDING AGENCY (Name and address)*  Forest Service Regional or Area Office			10. FOR GSA USE ONLY SOURCE CODE <input type="checkbox"/> STATE <input type="checkbox"/> CITY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TYPE OF DONATION <input type="checkbox"/> ADJUSTED ALLOCATION CODE <input type="checkbox"/>	
11. RECEIPT OF SHIPPING INSTRUCTIONS* <p style="text-align: center;">---SAMPLE---</p>				

**12. SURPLUS PROPERTY LIST**

LI NO. (a)	IDENTIFICATION NUMBER(S) (b)	DESCRIPTION (c)	COMB. CODE (d)	QUANTITY AND UNIT (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		Form will be furnished to the State through the Forest Service after GSA approval.  -----  To be used by State agencies for surplus property (SASP) to obtain disposed items.				

13. TRANSFEREE ACTION  Transferor certifies and agrees to the terms, conditions, and enclosures as specified on reverse.	6. TRANSFEREE (Name and address of State Agency, SEA, or public agency)*	3. SIGNATURE AND TITLE OF STATE AGENCY OR SOURCE REPRESENTATIVE	4. DATE
		6. SIGNATURE OF NATIONAL SEA OFFICE	6. DATE
14. ADMINISTRATIVE ACTION  I certify that the administrative actions pertinent to this order, as specified on reverse have been and are being taken.	6. DETERMINING OFFICER (DOD or FAAP)	5. SIGNATURE OF DETERMINING OFFICER	7. DATE
		6. GSA APPROVING OFFICER	8. DATE

\*Please include "DP Codes" in all address blocks. 123-106 STANDARD FORM 123 (REV. 10-77)  
Prescribed by GSA  
FPMR (41 CFR)—101-44.110

**REPORT OF PERSONAL PROPERTY FOR SALE**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)	2. REPORT NO.	3. DATE
	4. FSC GROUP	5. TOTAL ACQUISITION COST
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)	7. PROPERTY LOCATED AT	
8. TO • General Services Administration	a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO 9. LOADING BY GOV'T b. EXTENT (IF CHECKED "YES")	
	10. PROPERTY IS EXCHANGE/SALE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO	11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)	13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)	
	14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER	
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE	BY (SIGNATURE AND TITLE)	

**16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)**

ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST	
					PER UNIT (f)	TOTAL (g)

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED	18. RECEIPT OF REPORTS IS HEREBY ACKNOWLEDGED
SIGNATURE AND TITLE	SIGNATURE AND TITLE
DATE	DATE

**FOR GSA INTERNAL USE ONLY**

19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES	22. BID OPENING DATE AND TIME
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STANDARD FORM 126 (REV. 7-78)  
 Prescribed by GSA, FPMR (41 CFR)  
 101-45.303