

USDA Forest Service Firefighter Property (FFP) program Standard Operating Procedures (SOP)



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Zero Code - Introduction

1. FFP Handbook Availability

- a) This handbook is for the management and use of FFP. These standard operating procedures may be updated periodically to reflect current developments. Any comments should be sent to the USDA Forest Service regional or area FFP Property Management Officers.
- b) Print versions are available through the U.S. Department of Agriculture (USDA) Forest Service Regional or Area FFP Property Management Officers. Updates, will be posted online on the web: <https://www.fs.fed.us/managing-land/fire/fepp>, as they become available, or contact your Regional Property Management Officer for more information.

2. Program Purpose and Visibility

- a) The Firefighter Property (FFP) Program refers to excess Department of Defense (DoD) property that is suitable for use in providing fire and emergency medical services to State Agencies responsible for fire suppression and pre-suppression in the District of Columbia, and the Commonwealth and Territories of the U.S., and recognized Tribal governments – herein referred to as “States”.
- b) The 1706 program, better known as the Firefighter Property (FFP) program, is intended to assist States and local firefighting agencies in acquiring excess DoD property for firefighting and emergency medical response.
- c) The DoD authorizes the United States Department of Agriculture, Forest Service, Fire and Aviation Management (Forest Service), to act as the agent of DoD for the transfer of DoD property through a Memorandum of Agreement (MOA), to promote the efficient and expeditions transfer of FFP and outlines responsibility to safeguard accountability.
- d) State Agencies responsible for fire suppression and pre-suppression are responsible for determining eligibility and whether property is suitable for use by fire protection, disaster relief and emergency medical service activities within their state fire program.
- e) Ownership of non-controlled FFP shall pass to the recipient or user of the property when program requirements are met. Controlled FFP shall remain vested in the DoD.

3. Authorities

- a) The Forest Service signed a Memorandum of Agreement (MOA) with the DoD giving the Forest Service management of the DoD Firefighting property transfers authorized under 10_U.S.C. 2576b.
- b) The Federal Government may have one of three types of relationship with non-Federal organizations: grants, contracts, and cooperative agreements. The FFP program is handled via cooperative agreement because of the "substantial involvement" between the Forest Service and the State agencies responsible for fire suppression and pre-suppression.
- c) The State assigns FFP to a firefighting entity that has a cooperative agreement that outlines the regulations and requirements of participation with the State.
- d) The DoD, including its Inspector General, audits the FFP program periodically and reports the findings to Congress. The United States Department of Agriculture (USDA) Office of the Inspector General (OIG) and the Forest Service audits the program management periodically. FFP Standard Operating Procedures are in accordance with DoD and Forest Service direction.

4. Legislation

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SEC. 1706. Sale Or Donation Of Excess Defense Property To Assist Firefighting Agencies.

(a) TRANSFER AUTHORIZED- Chapter 153 of title 10, United States Code, is amended by inserting after section 2576a the following new section:

Sec. 2576b. Excess personal property: sale or donation to assist firefighting agencies

(a) TRANSFER AUTHORIZED- Subject to subsection (b), the Secretary of Defense may transfer to a firefighting agency in a State any personal property of the Department of Defense that the Secretary determines is--

(1) excess to the needs of the Department of Defense; and

(2) suitable for use in providing fire and emergency medical services, including personal protective equipment and equipment for communication and monitoring.

(b) CONDITIONS FOR TRANSFER- The Secretary of Defense may transfer personal property under this section only if--

(1) the property is drawn from existing stocks of the Department of Defense;

(2) the Recipient firefighting agency accepts the property on an as-is, where-is basis;

(3) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of defense equipment; and

(4) all costs incurred subsequent to the transfer of the property are borne or reimbursed by the Recipient.

(c) CONSIDERATION- Subject to subsection (b)(4), the Secretary may transfer personal property under this section without charge to the Recipient firefighting agency.

(d) DEFINITIONS- In this section:

(1) STATE- The term 'State' includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States.

(2) FIREFIGHTING AGENCY- The term 'firefighting agency' means any volunteer, paid, or combined departments that provide fire and emergency medical services.'

5. Definitions

Accountable Property - All FFP is accountable, non-controlled FFP is accountable from acquisition until one year after the item has been placed into service. Controlled FFP is accountable from acquisition until returned to DoD.

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

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

Account Management and Provisioning System (AMPS) – The system used by the Defense Logistics Agency (DLA) to authorize and administer access into DLA property databases. Participation in the FFP program requires users to establish an account in AMPS and request access for Disposition Services.

Allocation – The process that takes place between requesting property and the creation of a requisition order. Allocation happens after the State and the Forest Service approves the requested item and the item is authorized or allocated to a qualified participant.

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

Assigned – A term in FEPMIS that identifies property that has not transferred ownership to the recipient.

Batchlots – 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; not authorized in the FFP program. Once a non-controlled item is in service and used for a minimum of one year, the ownership passes to the recipient and may be cannibalized when the item is no longer functioning for the intended purpose or uneconomical to repair.

Change of Status (COS) – A term used in FEPMIS to report property items that are excess to the agency needs or has been lost, stolen, or damaged.

Closed – A term used in FEPMIS to identify items that are no longer the responsibility of the Accountable Officer. Closed items are still visible in FEPMIS but are not part of the FFP inventory.

Condition Codes – A two character combination of the “Supply” condition code and the “Disposal” condition code, designates 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. Consumable items DEMIL codes vary, only DEMIL A consumable property will pass ownership.

Controlled Property - **Controlled property includes any item identified with a demilitarization code of B, C, D, E, F, G, or Q(3). Controlled property is issued via a conditional transfer or “loan” basis where title remains with the Federal Government.** [Chapter 30.](#)

Cooperative Agreement - A written agreement between Accountable Officers and firefighting agencies, or between Accountable Officers and the Forest Service, that lists terms and conditions of cooperation. The FFP Cooperative Agreements will be supplied by the Regional Property Management Officer when they are required to be updated.

Cooperator – A firefighting entity that has signed a Cooperative Agreement and has responsibility in the management, use, and disposal of FFP.

Defense Logistics Agency (DLA) - Headquartered at Ft. Belvoir, VA; responsible for managing the DLA Disposition Services.

Defense Logistics Agency Disposition Services Headquarters - Headquartered in Battle Creek, MI; responsible for the reutilization, transfer, and disposal of excess DoD property.

DEMIL Codes – Indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require Demilitarization but may require Trade Security Controls. [DEMIL Codes](#)

DEMIL Integrity Codes – Appear adjacent to the DEMIL code, identifies the validity of an item’s DEMIL code.

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.

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Department of Defense (DoD) – United States, Army, Navy and Air Force.

Department of Defense Activity Address Code (DoDAAC) - A unique number assigned to agencies by the Defense Automatic Addressing System Center (DAASC) to identify agency name and address. 2YF, followed by 3 numbers, DoDAACs are assigned to cooperators to participate in the FFP program.

Disposal Turn In Document number (DTID) – The 14-digit number assigned by the Federal agency reporting the property as excess. This number consists of a 6-digit DoDAAC, 4-digit Julian date, and 4-digit item number.

DLA Disposition Services xxxxxxxx – The responsible site where excess DoD property is stored for reutilization, transfer, donation or disposal. The city name of the location is normally used as the identifier, i.e DLA Disposition Services Mechanicsburg.

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.

Enterprise Business System (EBS) – The system used by DLA to authorize and allocate acquisitions.

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

Export-controlled – Items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774).

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

Federal Supply Class (FSC) - The first four digits of the national stock number. A complete listing of FSC's can be found at this web address: <https://public.logisticsinformationservice.dla.mil/H2/search.aspx>

Federal Supply Group (FSG) - The first two digits of the national stock number. A complete listing of FSG's can be found at this web address: <https://public.logisticsinformationservice.dla.mil/H2/search.aspx>

FEPP Manager – A state cooperator who has been delegated authority by the Accountable Officer for acquisition, management, use, and disposal of FFP.

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

Firefighter Property (FFP) – Property acquired from the DoD for firefighting, disaster relief and emergency medical services. Authorized under 10_U.S.C. 2576b.

In-service – A date entered in FEPMIS identifying property as available and ready for use. FFP must be placed in-service within one year of receipt and removed from FEPMIS after the one year of service is complete.

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

Military Standard Requisitioning and Issue Procedures (MILSTRIP) – The requisition number when an item is acquired from DoD is often referred to as the MILSTRIP number. The 14-digit number consists of a 6-digit DoDAAC, 4-digit Julian date, and 4-digit item number. Once a MILSTRIP has been authorized, the

customer has been given approval to schedule the removal of the property item/s from the DLA Disposition Services Site. Also known as the Requisition Number.

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 vehicle into a usable piece of fire equipment. In FEPMIS we use the Breakdown function in the Modify Module to identify items removed from controlled property.

[Chapter 20-7](#)

National Item Identification Number (NIIN) – A detailed code that identifies a specific item; 9 digits. When following the FSC it is known as the NSN.

National Stock Number (NSN) - The 13-digit assigned identifying number that is used for Federal Government property. The FSC combined with the NIIN. When an alphabetic character is used in one of the NIIN fields, it is known as a Local Stock Number (LSN).

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 FFP property in one's custody in reckless disregard of the consequences of the actions. [Chapter 20-6.](#)

Non-Controlled Property – Is defined as property with a demilitarization code of A or Q6. This property transfers title to the requesting organization after 12 months. Receiving agencies are responsible for disposition when property is no longer needed or usable. Transfer must be executed in compliance with U.S. Export Control Regulations.

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

Property Management Officer (PMO) –Forest Service regional representatives with responsibility for authorizing requests for acquisition and disposal of FFP and overall compliance of property management regulations.

Recipient – Authorized participant that is issued FFP.

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

Report Number - The 14-digit number assigned by a Federal agency when an item is reported as excess. This number consists of a 6-digit DoDAAC, 4-digit Julian date, and 4-digit item number. Also known as the DTID.

Requisition Number – The 14-digit number assigned by the DLA Disposition Services when a MILSTRIP has been assigned. This number consists of a 6-digit DoDAAC, 4-digit Julian date, and 4-digit item number. For FFP all requisition numbers will begin with 2YF. Also known as the MILSTRIP number.

Reutilization/Transfer/Donation (RTD) – The various types of authorities to move property from one Federal Agency to another. The FFP program is Legislatively authorized to reutilize DoD property. RTD also refers to the system that is used to screen for FFP property.

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. Salvage property does not transfer ownership.

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 and would not transfer title.

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Screen – The act of searching for available property manually or electronically.

Screener – Person given access to search and request excess property on-site or online for FFP property.

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

Serviceable - Property that can be repaired for use.

Standard Form 97 (SF97) – Federal form used to authorize transfer ownership of DoD personal property which requires licensing. [Chapter 10-7](#)

State – For the purpose of the FFP program; One of the 50 states, the District of Columbia, Recognized Tribes, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

Station – A term used in FEPMIS to identify locations where FFP may be assigned.

Stock piling – Acquiring property for issue that cannot be used within one year. Only stock pile disaster relief items.

Transfer – The reassignment of personal property internally between authorized cooperators in the program.

Unserviceable Property - Property that is in scrap or salvage condition. Title of unserviceable property is not transferred.

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

Warehousing - Storage of controlled and non-controlled property to be issued as needed. Warehoused items will be issued to recipients within one year of acquisition.

6. References

- a) The Code of Federal Regulations (CFR) as Title 41, Part 101-102, FMR 101-102, DoD 4000.25-1-M, DoD 4160.21-M, DoD 4160.21-M-1. These regulations cover all aspects of personal property management.
 - 1) Code of Federal Regulations (CFR 41, 101-102)
 - 2) Federal Property Regulation (FMR 101-102)
 - 3) MILSTRIP – property requisitioning and Issue Procedures (DoD 4000.25-1-M)
 - 4) Defense Material Disposition Manual – policy and procedures for the disposition of DoD personal property. (DoD 4160.21-M).
 - 5) Defense Demilitarization Manual – DoD Demilitarization policy, prescribes uniform procedures for assigning Demilitarization codes and direct methods for completing Demilitarization. (DoD 4160.21-M-1).
- 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/>
- c) The DoD and DLA Disposition Services Publications and Directives can be found on line at <http://www.esd.whs.mil/Directives/issuances/DoDm/>

- d) The DLA Disposition Services Customer Handbook is located on line at:
<http://www.dla.mil/DispositionServices/Offers/CustomerSupport/Library/handbooks.aspx>

7. Regional Requirements

- a) The Regional Foresters and Area Director are required to delegate responsibility for the FFP program by Cooperative Agreements which outline the responsibilities of the Accountable Officer and the Forest Service. [FS 3100-10 - FFP Agreement](#)
- b) Review and approve/disapprove Cooperative Agreements between recipients of FFP and the State Agency, State Appointment Letters and the State Plan of Operation; ensuring compliance of the FFP program regulations.
- c) Maintain file copies of approved Cooperative Agreements, Appointment Letters and the State's Plan of Operation.
- d) Renew agreements and Appointment Letters every 5 years or when a new signatory is appointed.
- e) Establish User ID's and passwords for the property management systems used for the FFP program. Regularly access property systems, comply with DLA and Forest Service password requirements, and maintain integrity of your user ID and password.
- f) Maintain current and accurate contact information on Accountable Officer, FFP Managers, screeners, and authorized Users/Recipients of FFP. Contacts are identified in the Federal Excess Property Management Information System (FEPMIS) database.
- g) Grant access to electronic property management systems to request, approve and manage FFP property.
- h) Provide guidance and training to state employees on database processes and overall property management.
- i) Review assigned property status, documents, images and details to ensure compliance.
- j) Compile reports to monitor when assigned property is placed in service to ensure time limitations are met.
- k) Notify users and recipients of property on changes or updates to publications that affect FFP management.
- l) Ensure approval/disapproval of acquisitions, receipts, modifications, and disposal are completed on a regular basis in the DLA and FEPMIS property databases.
- m) Review and monitor controlled property inventories and transactions to ensure compliance. [Chapter 20](#)
- n) At a minimum, conduct physical inventories and reviews of the State FFP program once every 5 years. [Chapter 40](#)

8. Role of the Accountable Officer

- a) Implement a cooperative agreement with the Forest Service that outlines terms and conditions for participation in the DoD Firefighter Property (FFP) program.
- b) Prepare an Appointment Letter designating the State Point of Contact/s to act on the behalf of the State in the requisition, management, use and disposal of FFP. [Delegation of Authority Letter](#)
- c) Create a comprehensive State Plan of Operation in accordance with the regulations of the FFP program. The State will develop their Plan outlining the processes, procedures and requirements for participation and forward to the Forest Service for Regional PMO approval/disapproval. Once approved, distribute copies to Users/Recipients of FFP. Any changes or modifications to this Forest Service Handbook will be reflected in the State Plan of Operation that the state distributes.
- d) Comply with DLA and FEPMIS user ID and password requirements, requesting only authorized individual user's access to property systems.
- e) Receive and approve/disapprove applications for participation to acquire property suitable for fire protection, disaster relief and emergency medical activities, assuring qualifications and certifications are met.

- f) Prepare a Standard Agreement between the State and Firefighting Agencies listing the terms, conditions, and limitations applicable to FFP property, submit to the Forest Service for approval/disapproval.
- g) Sign Standard Agreements with the qualifying and authorized Fire Agency's designated official. Signed agreements will be available in FEPMIS for Forest Service review.
- h) Notify the Forest Service immediately on changes to Accountable Officer, Managers, and authorized screeners. State managers will update FEPMIS with users/recipients contact information.
- i) Request for transfer only DoD property that can effectively be used by state or territorial firefighting and emergency medical services agencies. Validating requests and accepting responsibility for property acquired.
- j) Label and track all controlled items that must be returned to a DLA site when no longer needed or usable.
- k) Conduct a 100% physical inventory of all controlled FFP every 2 years with FEPMIS Inventory Worksheet, updating FEPMIS with the inventory date and uploading the signed and dated Inventory Worksheet in FEPMIS.
- l) Establish controls necessary to account for, manage, use, and dispose of FFP property, which may be further assigned by the state to other local cooperators in accordance with applicable guidelines.
- m) Maintain periodic written and verbal contact with field office personnel to ensure records and inventory accuracy, review requirements, status of property, and overall program management.
- n) Maintain adequate records necessary to control FFP as defined herein. 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 FFP property from receipt "cradle" to transfer or turn-in to DLA "grave". These documents include, but are not limited to DD Form 1348-1A, SF 97, shipping/issue documents and all requests for controlled property modifications, transfers and turn-in.
 - 1) A blank [Shipping Document](#) is available for use when issuing items from large quantities.
- o) Ensure property recipients maintain adequate insurance to cover damages or injuries to persons or property relating to the use of the property. At a minimum Liability insurance will be maintained. Recipients are not required to insure controlled property that remains titled to DoD.
- p) Ensure that if the recipient elects to carry insurance on controlled property, if it is lost, stolen, damaged or destroyed; the recipient will submit a check made payable to DLA for any insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage or destruction.
- q) To the extent permitted by federal law, the State or Recipient of the property, shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property, or injuries, illness or disabilities to or death of any person or legal or political entity including state, local and interstate bodies, in any manner caused by or contributed to by the State, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by, or subject to the control of the State, its agents, servants, or employees after the property has been removed from U.S. Government control. The U.S. Government assumes no liability for damages or injuries to any person (s) or property arising from the use of FFP.
- r) Provide access to and the right to examine all FFP records, books, papers, or documents to the DoD, 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/Recipients of said property. This provision shall be incorporated into any agreement by the State with any other Recipient.
- s) Ensure the state and each recipient of FFP abides by anti-discrimination statutes.

9. Use of FEPMIS

The Federal Excess Property Management Information System (FEPMIS) is the official program management database for the FFP program. Access FEPMIS on the web: <https://fam.nwccg.gov/fam-web/>
FEPMIS will be used to:

- a) Provide state hierarchy and state user contact information.
- b) Maintain location information and updated as needed.
- c) Receipt and identify FFP within 30 days of allocation.
- d) Correct property number, location, make, model, model year, serial number, or condition where property details are incorrect.
- e) Print Inventory Worksheets biennially on all assigned controlled property and property that is not in service within one year of acquisition.
 - 1) [Blank Inventory Worksheets](#) are available for items that are no longer in Assigned status in FEPMIS but state agencies wish to continue inventorying.
- f) Upload signed and dated worksheets in FEPMIS after the item has been inventoried. Inventory Certification is monitored in FEPMIS.
- g) Enter FFP property in service dates within one year of acquisition.
- h) Request modifications to FFP property if changed from its original purpose, return property to a DLA site, or to report lost, stolen, damaged, or destroyed FFP.
- i) Upload FFP property Acquisition and disposal documents (DD 1348-1a), signed Inventory Worksheets, and documentation on modifications or changes to the property condition or status.
- j) Where applicable, upload the Document to Obtain Title (SF 97) prior to removing the item from assigned status.
- k) Upload an image of each property item that has a total value of \$5,000 or more, any controlled item regardless of the acquisition cost, and any item that must be registered in the state for use regardless of the original acquisition value. Additional images can be added and is encouraged. Verify the accuracy of image/s prior to removing items from assigned status.
- l) Instructions on how to use FEPMIS can be found on the [FEPP website](#) or by contacting your Forest Service Regional Property Management Officer.

Chapter 10 - Acquisition

1. Eligibility

- a) Through a cooperative agreement with the State Accountable Office, state agencies and local governments responsible for fire suppression and pre-suppression in the U.S., any U.S. commonwealth or territory, and recognized Indian Tribe may acquire property for firefighting or emergency medical services.
- b) State Accountable Officers will authorize access to the DLA Disposition Services site annually by preparing a Request Letter to Screen and Reserve property. This letter will be sent to the Regional PMO when changes are needed or annually.
 - 1) Regional PMO's will prepare a FS Approval Letter to Screen and Reserve property at DLA Disposition Services sites for authorized state cooperators listed on the Request Letter to Screen and Reserve property. These letters will be prepared annually or when changes are needed to the signatories on the letter.

2. Acquisition Guidelines

- a) Participants should be guided by the knowledge that this program is authorized to directly support Fire Protection Programs.
- b) FFP is for the current use of authorized program participants; it will not be requested nor issued for cannibalization; parts; warehousing; or for speculative uses.
- c) Only items that can be obviously used to support firefighting, disaster relief and emergency medical services associated with the Fire Protection program are authorized.
- d) FFP cannot be obtained with the intent to sell, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal State/local governmental entities budgets.
- e) Warehousing/stockpiling is only authorized for disaster response accommodations.
 - 1) Items like generators, cots, and tents that are obtained to support potential disaster relief or other contingency operations will be considered to have been placed into use if they are readily available to support emergency contingencies.
- f) Physical fitness equipment and fit for duty health monitoring devices may be acquired to ensure firefighting health standards and requirements.
- g) Fabricating materials, warehouse equipment, tools, and other items needed to distribute, maintain and ready property for use may be acquired.
- h) Hazardous materials are allowed (antifreeze, motor oil, etc.). Subsequent disposal will be the responsibility of the recipient. Controlled hazardous material will remain in Assigned status until disposal has been approved and validated by DLA.
- i) Acquisition requests will be reviewed and approved by Forest Service property managers.
- j) Property must be placed into use or ready for use within 1 year of receipt.
- k) Recipients will return property to DLA if not placed into use within one year.
- l) Property that requires reconfiguration, refurbishment, painting, maintenance or repair will be considered to have been "placed into use" when active steps are being taken to make the item available for bona fide fire protection, disaster relief or emergency service requirements.
- m) Consideration should be made when requesting Demilitarization required (Controlled) property items B, C, D, E, F and Q (other than Q6). Ownership of these items stay vested in the DoD and must be accounted for until they are returned to a DLA Disposition Services site. Any cost for return to DLA would be the responsibility of the State Agency or recipient.
- n) Only Federal Supply Classification (FSC) codes listed herein are authorized and may be acquired in the FFP program. [FFP Authorized and Restricted FSC's](#) Descriptions of the FSC codes can be found in the [Department of the Army Cataloging Book – H2](#).

- o) The property will be in one of five stages of disposal, Property may be screened and frozen during the DoD Formal Screening process and during RTD 2:
 - 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)

3. FFP Acquisitions for Local Cooperators

- a) State Program Managers may acquire FFP property for fire service cooperators. Only items that are designed for or can be modified for direct use in fire pre-suppression or suppression activities or needed for emergency medical services associated with the fire service cooperators responsibilities can be assigned.
- b) Physical fitness equipment and fit for duty health monitoring devices may be assigned to ensure firefighting health standards and requirements.
- c) 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.
- d) Each cooperator must have an agreement in place with the State Forestry Agency addressing the terms and requirements of the FFP program before any property is assigned to the cooperator. A up to date copy of the State Handbook will be provided to recipients of FFP.
- e) The Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as SASP or some other source.

4. DEMIL A and Q6 Requirements

- a) For Demilitarization (DEMIL) A and Q6 property, recipients will have conditional title to the property during the one-year period that property is conditionally transferred to them.
- b) Title and ownership of property does not pass to any private individual in their private capacity.
- c) All FEPMIS Assigned property that is Lost, Missing, Stolen, or Destroyed (LMSD) must be reported to the State Forestry manager who will submit a report of circumstances to DLA through the Forest Service within 7 days.
- d) Sale or transfer of DEMIL A or Q6 property, after the one-year conditional holding and utilization period, to non-FFP participants must be executed in compliance with U.S. Export Control Regulations.
 - Export Control Regulations
 - 1) Excess personal property may be export-controlled, DEMIL codes are not a substitute for export controls.
 - 2) The Recipient is responsible for complying with U.S. export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).
 - 3) The responsibility includes, but is not limited to, determining the subsequent purchaser/transferee's eligibility to receive such items in accordance with U.S. export control laws and regulations.
 - 4) The Transferee must notify all subsequent purchasers or transferees in writing, of their responsibility to comply with U.S. export control laws and regulations.
- e) The State agency will provide DEMIL Q6 recipients a copy of the [Export Control Regulations](#) when property is issued. A signed copy of the [EUC Notification Letter](#) will be uploaded in FEPMIS prior to Q6 property being removed from Assigned status in FEPMIS.

5. Controlled Demilitarization Required Items

- a) DEMIL Codes B, C, D, E, F, G and Q3 items do not pass title or ownership and are referred to as “Controlled” property. DoD requires controlled property remain vested in the DoD and ownership will not be relinquished to a FFP recipient.
- b) DLA reserves the right to recall controlled property issued through the FFP program at any time.
- c) Controlled property will be returned to DLA Disposition Services when no longer needed or usable.
 - 1) Controlled property must be tracked in FEPMIS for perpetuity and will not be removed from a State inventory until item is returned to a DLA Disposition Services site.
 - a. Proof of return requires a signed copy of the DD1348-1a, signed by the DLA receiver, is uploaded in FEPMIS.
- d) Modifications to controlled property requires FS approval and must be documented in FEPMIS.
- e) Recipients must maintain and enforce regulations designed to impose adequate security measures to mitigate the risk of sale, loss or theft of controlled property.
 - 1) If controlled property is disposed of in violation of the terms of FFP participation, the state agency shall be liable to the U.S. Government for the proceeds of the disposal or the fair market value of the item at the time of the unauthorized transaction, as determined by DLA.
- f) The FS will be notified when there is no longer a legitimate or authorized use of controlled property within the state agency.
 - 1) The FS will determine if there is another authorized State FFP program that has a legitimate use of the item. All transfers of controlled property within the FFP program from one state to another participating state, must be approved by the Forest Service.
 - a. If the item cannot be transferred to another participating state, the holding state will return the controlled item to DLA Disposition Services.
- g) Controlled parts may only be installed on U.S. Government owned property and continue to be tracked as a FFP part in FEPMIS.
- h) Loss, damage, stolen or destroyed controlled property must be reported to the State Forestry manager who will submit a report of circumstance to DLA through the FS within 24 hours. Recipients agree to cooperate in any investigation into the loss or theft.
- i) The FFP customers will not be charged financially by Distribution Services for the receipt of the returned Controlled items; however, the state agency is responsible for the transportation costs associated with the return.

6. Unique Property Requests

- a) Some property items have inherent uses that are not clearly identifiable as being needed in the FFP program. Items requested in the categories listed below may require the Screener to provide additional documentation or additional information justifying the need for the item.
 - 1) FSG 12 - Fire Control Equipment; This is not firefighting equipment, these items are used to start fires from aircraft and various forms of artillery, normally this type of item cannot be used in the FFP program, so verification of these items are necessary to ensure the recipient will be able to use this item for firefighting.
 - 2) FSG 15, 16 and 17 - Aircraft, aircraft parts and components; The State Agency must have a valid aircraft operating plan in place with the Forest Service to acquire items in these categories.
 - 3) FSC 2350 - Tracked Combat, Assault, and Tactical Vehicles; Screeners should consider the limited parts available and the expense of maintaining these types of vehicles, ensuring that the funds and parts are accessible before requesting them.
 - 4) FSG 32, 34, and 36 - Sawmill and Planking Mill, Metalworking, and Special Industry Machinery; Items should only be requested for a facility that has fabrication ability.
 - 5) FSG 68, 80 and 91 – Chemicals and Chemical Products, Brushes, Paints, Sealers, and Adhesives, and Fuels, Lubricants, Oils, and Waxes; Hazardous items cannot be returned to DLA, disposal is the responsibility of the state agency.

- 6) FSG 71, 72, 73, 74, 75, 77 and 85 – Furniture, Household and Commercial Furnishings and Appliances, Food Preparation and Serving Equipment, Office Machines, Text Processing Systems and Visible Record Equipment, Office Supplies and Devices, and Musical Instruments Phonographs and Home Type Radios, and Toiletries; Items acquired in these FSGs should be for the intent of providing essentials that are required in the performance or function of the facility.
- 7) FSG 78 – Recreational and Athletic Equipment; Acquire only athletic equipment used to provide cardiovascular fitness training.
- 8) FSG 84 – Clothing, Individual Equipment and Insignia; Acquisition of Military uniforms and insignia is not permitted. Only DEMIL A items in this category are permitted.

7. Titling – SF 97 Certificate to Obtain Title to a Vehicle

- a) Request an SF 97 for DEMIL A and Q6 property only.
- b) An SF-97, Certificate to Obtain Title to a Vehicle, request must be submitted to the DLA Disposition Services site within 48 hours of the MILSTRIP authorization for FSGs 23, 24, 38, 39, and 42 items. The State Agency is responsible for notifying the DLA Disposition Services site what information is to appear on the SF-97 if agency or address information is not the same as the agency name and address assigned to the DoDAAC that is acquiring the item.
- c) Title and ownership of property does not pass to any private individual in their private capacity. Accordingly, such property should be maintained and ultimately disposed of in accordance with provisions in State and local law that govern public property.
- d) An SF 97 should be provided upon physical transfer for all DEMIL A and Q6 vehicles, and recipients are authorized to make upgrades and modifications to vehicles during the one (1) year conditional period.
- e) Full title to DEMIL A and Q6 property, including vehicles, will vest in the recipient after one year of use if all requirements of ownership transfer, as listed in this Handbook, have been met. Property with DEMIL A or Q6 should be placed in an archived status in FEPMIS upon meeting the one-year mark. Once archived, the property is no longer subject to annual inventory requirements and will not be inventoried during Program Reviews.
 - 1) After ownership transfers to a public body, the title may be transferred to any U.S. citizen or entity, cannibalized for usable parts, sold, donated, or scrapped.
 - 2) DEMIL A and Q6 Trade Security Commission requirements must be met prior to transferring ownership from the receiving agency to an individual or company.

8. Sale, Donation, or Transfer of DEMIL A and Q6 items

- a) *Definition.* “Export-controlled items,” as used in this statement of compliance, means items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774) or the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). The term includes:
 - 1) “Items,” defined in the EAR 15 CFR 772.1. as “commodities”, “software”, and “technology.”
 - 2) “Defense Articles, Defense Services, and related Technical Data defined in the ITAR, 22 CFR Part 120.
- b) Sale or transfer of DEMIL A or Q6 property after the 1 year conditional holding and utilization period to non-FFP participants must be executed in compliance with U.S. Export Control Regulations.
 - 1) Excess personal property may be export-controlled, regardless of the assigned DEMIL code and regardless of the Department or Agency that donates the property.
 - 2) DEMIL codes are not a substitute for export controls. They do not provide information on the export control of items.
 - 3) The Transferee is responsible for complying with U.S. export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).

- a. This responsibility exists independent of, and is not established or limited by, the information provided in this statement of compliance.
 - b. The responsibility includes, but is not limited to, determining the subsequent transferee's eligibility to receive such items in accordance with U.S. export control laws and regulations,
 - c. Information on the EAR and ITAR are at: <https://www.bis.doc.gov/index.php> and <https://www.pmddtc.state.gov>
- 4) If Transferee has doubts about which regulation governs control of the item, they may submit a commodity jurisdiction request to the Department of State, Directorate of Defense Trade Controls to determine whether it is subject to the ITAR or EAR. Information on commodity jurisdiction requests can be found at: http://www.pmddtc.state.gov/commodity_jurisdiction
 - 5) If Transferee is sure the item is subject to the EAR, but needs help determining the correct Export Control Classification Number (ECCN), they may submit a commodity classification request to the Department of Commerce, Bureau of Industry and Security (BIS). Information on classification requests can be found at: <https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/classification-request-guidelines>
 - 6) For items subject to the EAR: Transferee is cautioned that prior to sale or transfer of items they should be familiar with their customer and intended end use of the items. Transferees must check prospective Transferees/buyers to ensure they are not on the Department of Commerce List of Parties of Concern (<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>) and the transfer/sale complies with the EAR, including 15 CFR Part 736. BIS Export Compliance Guidelines are at: <https://www.bis.doc.gov/index.php/forms-documents/pdfs/1641-ecp/file>
- c) The Transferee must notify all subsequent purchasers or Transferees in writing, of their responsibility to comply with U.S. export control laws and regulations.

9. In-Service

- a) FFP must be placed into use for firefighting or emergency medical service within one year of receipt. Extensions for additional time are not authorized.
- b) Items that have been acquired and require reconfiguration, refurbishment, painting, maintenance or repair will be considered to have been "placed into use" if active steps are being taken to make them available for bona fide fire protection, disaster relief or emergency service requirements.
- c) Property obtained to support potential disaster relief or other contingency operations will be considered to have been placed into use, if they are readily available to support such contingencies.
- d) Sales or gifting of property prior to the one-year mark in a manner inconsistent with state or local law may constitute grounds to deny future participation in the FFP.
- e) Any item that is not placed into use within one-year will be returned to the DLA Disposition Services field site at the State or recipient's expense.
 - 1) Within the first year of acquisition, items not placed into use or is not actively being converted, repaired or refurbished for firefighting or emergency medical response will be returned to DLA Disposition Services at the recipient's expense.
 - 2) In rare circumstances, property obtained may be held for a minimum time frame due to the item being unserviceable or un-economically repairable. PMO approval prior to disposal is required and will be done on a case-by-case basis. A letter by a qualified mechanic, insurance company, and/or a police report authenticating the reason for untimely disposal is required. Once PMO approval is obtained, the property can be sold as scrap, no title can be issued. The PMO may determine that the property must be returned to DLA Disposition Services at the recipient's expense.

- 3) During the 1 year of use requirement, the recipient, at the option of DLA, shall be liable for the proceeds of the disposal, the fair market value, or the fair rental value of property that is transferred or improperly sold due to unauthorized transaction or use.

10. Screener Guidelines

- a) Persons selected for screening need to be knowledgeable in both wildland and structural fire control programs and emergency medical response items associated with the fire programs and the types of equipment needed.
- b) Access codes and passwords are required to use the DLA Disposition Services screening website (AMPS and RTD).
 - 1) Request training to effectively and efficiently use the electronic screening system.
 - 2) Screeners can be state paid employees or volunteers who have affiliation with a volunteer fire department.
- c) Prior to requesting property, FFP requirements and regulations, as outlined herein, must be understood and followed.
- d) All FFP requests must be done electronically and approved by the state manager and the FS. Property removal is not authorized without these two levels of approval.
- e) Use caution when screening FFP with condition codes of unserviceable (X) or scrap (S) since all items must be placed into service within one year or returned to DLA.
- f) Only acquire what is needed, do not stock pile property; storage facilities should not have more than a one-year supply.
- g) Recycling Control Point (RCP) property is available in the FFP program. Currently DoD is funding the packaging and shipment of these items.
- h) Screeners should be cautious when acquiring liquids in barrels and drums.
 - 1) The state will bear the cost to dispose of oil, preservatives, and other liquids that are unusable.
 - 2) Federal and State environmental regulations for hazardous materials will be followed.

11. FEPP Manager Approvals

- a) All manager approvals must be done in the RTD web application via the “FEPP Manager” link.
 - 1) Managers will view the Requests submitted and approve if the item/s are justified acquisitions for the fire program; reject items that do not clearly identify the need for a fire program but may be justifiable when requesting additional justification; or cancel requests that do not meet the state fire program authority as established in the State Handbook.
 - 2) Managers ensure quantity, DEMIL code, condition and description meet the state program requirements and can reasonably be expected to be placed into use within one year of acquisition.
 - 3) The FEPP Managers approvals will process immediately and be available for the FS view and to approve or reject.

12. PMO Approval

- a) USDA FS Regional PMO must log into the DLA Disposition Services website to approve or disapprove FEPP Manager property acquisition requests.
 - 1) A FS PMO or Property Technician will view the FEPP Manager approved requests and ensure item/s are justified acquisitions for a fire program. Items that do not clearly identify the need for a fire program will be rejected back to the state FEPP manager to resubmit with justification or cancel the requested item/s.
- b) The PMO has the final say in what is authorized.

13. Walk-in

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- a) The term “Walk-in” is used for screeners that are physically at a DLA Disposition Services site to screen or pickup property and notice another item available for their fire program use. A walk-in request must be created electronically and the FEPP manager and FS must approve electronically.
- b) The Screener must remain at the DLA site until the approvals have been made and the requisition document can be generated.
 - 1) The approved request will generate the issue document (DD 1348-1a) at the DLA Disposition Services site.
 - 2) Approved walk-in items must be removed from DLA custody the same day as allocated.

14. User Maintenance

- a) The National Program Manager will maintain FS regional office users in FEPMIS and RTD. Changes to program authority and access will be updated when required by position delegation.
- b) State User Maintenance in RTD and FEPMIS is the responsibility of the Regional PMO.
 - 1) FEPP Manager User access will be based on the Accountable Officer’s Delegation of Authority letter.
 - 2) FEPP Managers will notify the PMO when changes are needed for state Screener’s access.

15. Taking Custody of Property

- a) FEPP Managers will schedule an appointment with the DLA Disposition Services site to remove property within 14 days of MILSTIP.
 - 1) In rare instances, property removal may not be scheduled within the 14 days due to weather or circumstances of the state or the DLA Disposition Services site.
 - 2) Extensions on removal must be granted by the DLA Disposition Services site prior to the 14th day of removal.
- b) Provide the DLA Disposition Services a written authorization via a “[Letter of Authorization to Remove Property \(LOAR\)](#)” from your state office email address or via a facsimile.

16. Justification Statement

- a) The justification statement is completed by the screener and may be modified by the FEPP Manager when approving a request in RTD. It is important that the person who screens the property enters a meaningful statement of intended use. If the screener cannot justify the item for use in the fire program, then the item should not be acquired and the PMO should not approve the request.
- b) Specific justification is required when any of following exist:
 - 1) It is not evident that the property item can be used for firefighting or emergency medical services; 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 normal requirements; i.e. large quantities of an item that may not be used within one year or will be warehoused for an extended period of time.
 - 4) Equipment is in poor condition (disposal codes X or S); i.e. all FFP must be placed into service, items in unserviceable or scrap condition should be researched to ensure they are repairable. Property in FFP cannot be acquired for parts or cannibalization.
 - 5) It is not apparent that the equipment would be useful in the State's fire program; i.e. military uniforms, flags, or items inherent to military use only.
 - 6) Heavy equipment that is not evident for use in a fire program; i.e. cranes, mixers, tracked vehicles.

17. Receipt Requirements in FEPMIS

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- a) Property must be receipted in FEPMIS within 30 days of the MILSTRIP date.
- b) Enter total number of items that are in the state's/recipient's possession.
 - 1) Select the Receipt Option to identify items that are now in the Accountable Officer's custody.
 - 2) Select the Complete Option Only After you have identified all property that you have received.
 - 3) Justification for any discrepancies in quantity or description from the ordering document must be noted by the receipting official.
- c) When the unit cost is zero, enter a cost that would be comparable to a similar property item if purchased new.

18. Identification of Property

- a) Within 30 days of taking possession of FFP, the property must be identified in FEPMIS.
- b) The following information will be entered in the appropriate fields in the Receipt Module:
 - 1) Quantity received.
 - 2) Number of Property Records.
 - 3) Unit of issue.
 - 4) FEPP Type.
 - 5) Additional Description; enter description to clearly identify the item and enter the quantity if any item is receipted as a unit of issue that is greater than 1.
 - 6) Property number; consists of DD, 2-digit state abbreviation and the last 8 digits of the Order#. When receipting more than one record of the Order# - drop the first D of the property number and add a suffix beginning with A, consecutive for each additional property number needed in that Order.
 - 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.
 - 12) Property condition.
 - 13) Rolling stock attributes: Vehicle license number, mileage/hours, fuel type, number of cylinders and transmission type.
- c) Identify items individually if the unit cost is greater than \$4,999.99; the property is identified by a serial or manufacture ID number; or is required to be registered for use.
- d) For large quantities of low dollar value items (total cost less than \$5,000.00), a state can choose to receipt the items as one lot in FEPMIS and identify the total quantity of the lot in the Additional Description field.
 - 1) In the additional description, indicate how many pieces were allocated on the MILSTRIP and maintain a separate list of where the items have been assigned, attach detailed list to the original DD 1348-1a.
 - 2) Close the Item in FEPMIS after the entire lot has been issued for use.
 - 3) Example:

Requisition # and Description:	Qty Received	Recipient	Qty Issued	Available Qty
2YF001 8023 1234	200	Rome VFD	40	160
Blankets		Paris VFD	25	135
		Berlin FD	50	85
		London VFD	75	10

		Madrid FD	10	0
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- a. The State agency may choose to attach the Shipping Document of all items instead of the example above.
- e) When receipting property items that are acquired in a lot, use the same principle as listed above, stating in the Additional Description field how many items are in the batch/lot.

19. Safety

- a) Property available through FFP is property that is excess to the needs of DoD, it should be noted that property can be broken, damaged, missing parts, past shelf life, and/or have a potential safety hazard. Customers are responsible to property inspect all property that could possibly contain a safety hazard prior to use; i.e. breathing apparatus, air tanks, and turnout gear, Meals Ready to Eat. Ensure items acquired do not pose health hazards.
- b) The Disposition Service may ask cooperators to sign a document certifying that they are aware of the risks involved. The Disposition Service's intent is to minimize the agency's liability.
 - 1) Recipients of property will be notified on safety concerns and training requirements. I.e. HMMWV's are authorized by DoD for "Off Road Use Only"; HMMWV drivers are required to read the Operator's Manual found on this website:
<http://www.hummerknowledgebase.com/general/homtoc.html>

20. Acquisition Not on PMO Approved MILSTRIP

- a) DLA Disposition Services shipments will occasionally exceed the quantity authorized on the DD 1348-1a or are not in direct relation to what is on the MILSTRIP. All property accepted in connection with FFP must be receipted and identified in FEPMIS, whether noted on the DD1348-1a or not, and must be used and accounted for in accordance with this Handbook.
- b) Any differences in quantity should be noted on the signed and dated receipt copy.

21. Overseas Acquisitions

You may request FFP from locations overseas, the State requesting this type of property is responsible for shipping arrangements and charges when applicable. It is not recommended that FFP is acquired from overseas.

Chapter 20 - MANAGEMENT OF FFP

1. Management Oversight

- a) As directed by 10 USC § 2576b, the DLA has the authority to transfer excess DoD personal property that is suitable to be used for fire protection and emergency medical service to Fire Programs that perform these functions. DLA identified FAM to act as the agent for the FFP program to promote efficient and expeditious transfer of the property and to ensure accountability of the same. Through Cooperative Agreements with the State Forestry Agencies, FAM desires to work with the Accountable Officers to further ensure FFP 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 signed delegation will be furnished to the Forest Service PMO.

2. Internal Controls

- a) The Accountable Officer should have in place sufficient internal controls to prevent improper use of FFP. These controls should include, but not be limited to:
 - 1) **Inventories:** Conduct biennial inventories of all Controlled and Assigned items using a FEPMIS Inventory Worksheet, ensuring all property items are physically viewed and inventory date and changes to property details are updated in FEPMIS.
 - 2) **Document Retention:** The State Agency will keep the following documentation on file and available for Reviews and Audits. Retention period is 6 years and 3 months beginning October 1 of acquisition year for DEMIL A and 6 years and 3 months beginning October 1 of disposal year for Controlled property.
 - a. Signature copies of the DD 1348-1a Acquisition and Disposal documents.
 - b. FEPMIS receipt – FEPMIS transaction report or Receipt print screen.
 - c. Controlled Property transfer or shipping document with Users/Recipients signature accepting disposal requirements and authorities. Required for all DEMIL Codes.
 - 1. Q6 property - Trade Security Controls with processes identified.
 - 2. Controlled property returned to DLA Disposition Services receipts.
 - 3. Reporting documentation for lost, stolen, damaged, or destroyed controlled and assigned property.
 - d. Documentation showing where received property has been assigned and put into use. This may be the FEPMIS Receipt print screen or Shipping Document.
 - e. Copy of SF-97 if title was issued.
 - f. Approved Modification requests when major end items will be removed and returned to DLA.
 - 3) **State Reviews and Audits:** The Accountable Officer is encouraged to have State reviews and audits and to participate with the Forest Service in Forest Service Program Reviews.

3. Inventory Requirements

- a) Physical inventories must be conducted at least biennially (more often if need be) by Designated State parties on property in Assigned status that is more than 1 years since acquisition and all Controlled property to ensure the continued correlation between assets and records and to spot system errors that could cause lost or improperly disposed of items.
- b) Physical inventories will ensure the accuracy of FEPMIS records and FEPMIS will be reconciled promptly based on the findings.

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- c) Any incorrect information will be lined out on the FEPMIS Inventory Worksheet and correct information will be written legibly by the incorrect information.
- d) Signature and date is required on each Inventory worksheet the day the item was inspected.
- e) Items lost, damaged, destroyed, sold, cannibalized or not found will be reported within 24 hours to the FS Regional PMO. Inventory worksheets will have a brief description of the circumstance of non-availability to conduct the inventory.
- f) Ensure property is not being cannibalized or modified without authorization.
- g) Ensure Controlled property recipients are aware that the Department of Defense owns the item and it must be returned to DLA when no longer needed or usable.
- h) Verify that liability insurance is available for Non-Controlled property that is in Assigned status.
- i) State records must be comprehensive enough to account for the quantities of FFP warehouse items from acquisition to issuance. Auditable records will indicate the transfer order number, a beginning balance; the item description; quantity of items issued; recipient; and current stock quantity.
- j) Timing and method of physical inventories, and the subsequent reconciliation should be set by written State policy and must conform to FS regulations.
- k) Records in support of inventories and actions directly affecting inventories such as location surveys, receipts, denials, authorization to participate, program compliance, and so on must be readily available to facilitate inventory recounts, analysis, and research required by letters of investigation and reports of survey.
- l) Lost, stolen, or items disposed of without FS approval will require an investigation with a subsequent police report.

4. Identification of Property

- a) All FFP will be assigned a property number upon receipt and identified in FEPMIS. The FFP property number consists of 12 digits: DD; the 2 digit state abbreviation; and the last 8 digits of the requisition number.
 - 1) When multiple items are received under one requisition number and the cost per item exceeds \$5,000.00 – the FFP property number will include: D; the 2 digit state abbreviation; the last 8 digits of the requisition number; and a suffix of A, B, C, etc. in relation to the number of items on the requisition being identified.
- b) Property numbers will be affixed or annotated in indelible/permanent marker to each piece of FFP in a visible area.
 - 1) In addition to the property number, Controlled property will be identified as “Property of the Department of Defense, must be returned to DoD”.
 - 2) In addition to the property number, DEMIL Q6 property will be identified as a “Trade Security Commission controlled item”.
- c) DEMIL A items of a consumable nature do not need to be identified individually by a property number unless the item is warehoused and will be issued out in smaller quantities than the amount received and identified.

5. Protection, Maintenance and Appearance

- a) FFP must 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 for at a minimum of one (1) year after the item has been placed into service for firefighting or emergency medical service. This should also be required for all equipment received by the State's local cooperators.
- b) Protection should be afforded from inclement weather, salt air, insects and rodents, vandalism, and theft.
- c) Military markings, paint patterns, and identification must be removed.

- d) Links to various mechanical maintenance and maintenance standards prescribed in military technical manuals or manufacturers' manuals can be found on the [Roscommon Equipment Centers](http://www.roscommonequipmentcenter.com/) website: <http://www.roscommonequipmentcenter.com/>.
- e) State Handbooks or guidance may require more stringent protection and maintenance standards if the situation warrants.

6. Lost, Missing, Stolen, or Destroyed FFP (LMSD)

- a) Any Assigned LMSD must be reported to the USDA Forest Service via email.
 - 1) Controlled property must be reported to the FS within 24 hours.
 - 2) DEMIL A or Q6 property must be reported to the FS within seven (7) days.
- b) The FS will notify DLA of any Assigned FFP LMSD.
- c) The PMO will request additional documentation, reports, statements, and images after initial report is made to determine Simple or Gross Negligence.
 - 1) Simple negligence – The failure to provide a reasonable degree of care to protect the property in one's custody or to abide by Federal rules and regulations.
 - 2) Gross Negligence – The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect the property in one's custody in reckless disregard of the consequences of the actions.
- d) The PMO will determine if there was negligence based on supplied documentation, images and reports submitted in the investigation.
 - 1) The Accountable Officer will make recommendations to the FS and DLA as to whether the state has determined negligence (either simple or gross) on the part of a legitimate operator or custodian.
 - 2) The PMO will make the determination of negligence for non-controlled property. DLA will determine negligence for all controlled property items.
- e) All recipients of FFP agree to cooperate in any investigations into the LMSD as directed by the FS or DLA.
- f) If negligence is determined, the case is returned to the state agency for corrective action. The state will apply the same administrative steps as if dealing with state owned property.
 - 1) Recipients of FFP are subject to the administrative regulations of their State for stolen FFP.

7. Modification

- a) DEMIL A and Q6 FFP items may be modified for fire protection purposes without FS approval.
 - 1) Items that will be split into more than one usable item will be identified individually with a unique FFP property number and included in FEPMIS as the DEMIL code the item was removed from or the full NSN as labeled on the property item.
 - 2) Any piece or part of the original item that has an estimated original acquisition cost of \$5,000 or greater will be returned to DLA for disposal on a DD 1348-1a.
- b) Controlled property may not be modified without FS approval and documentation listing items that will be removed from the original property item.
 - 1) All parts removed from Controlled property must be returned to DLA for disposal on a DD 1348-1a.
- c) Whenever an end item is returned to DLA, the signed receipt copy of the DD 1348-1a will be uploaded in FEPMIS with the originally received item.

8. FFP Parts on Non-FFP Equipment

Only DEMIL A FFP parts may be used to repair non-FFP fire equipment. The non-FFP equipment could be state purchased or publicly owned equipment that is in service by a fire department or fire district. Cooperative agreements, use requirements, and accountability standards apply to any property that contains an FFP part.

9. Safety

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- a) The Accountable Officer has a responsibility to see that all FFP equipment is modified in a safe manner.
- b) Information and direction will be relayed by the FS to the state point of contact to disburse to FFP recipients.
- c) Inventories and Reviews will be used to identify items that have been modified, converted, or used in an unsafe manner.
- d) The state may suspend property use via their program agreement when property is in Assigned status in FEPMIS.
- e) Controlled property that has been placed in use but does not meet safety requirements must be refurbished to meet safety requirements or returned to DLA with the safety condition identified.
- f) The [Roscommon Equipment Center](#) program provides plans to safely convert military vehicles to fire vehicles.

Chapter 30 - DISPOSAL

1. Disposal Authority

- a) DEMIL A property, which has been placed into service within one year and used for firefighting or emergency medical services for a minimum of one year, transfers ownership to the recipient. Promptly remove items from Assigned status in the FEPMIS Modify Module.
 - 1) Property may be transferred, cannibalized for usable parts, sold, donated or scrapped after the property is removed from Assigned status.
- b) DEMIL Q6 property, which has been placed into service within one year and used for firefighting or emergency medical services for a minimum of one year, must be reported to the FS for removal from Assigned status.
 - 1) Prior to removal from Assigned Status, the FEPMIS property record must contain the SF 97 form (applicable only to vehicles that require registration with the state department of Motor Vehicles), Receipt copy of the DD 1348-1a, and the signed agreement with Transferee stating responsibility for complying with U.S. Export Control laws and regulations.
- c) All other DEMIL codes (B, C, D, E, F, G, and Sensitive Q3) referred to as Controlled property, are property of the Department of Defense and must be reported as excess in FEPMIS and returned to a DLA Disposition Services center when property is no longer needed or usable/repairable.
 - 1) Requests to return property to DLA will be made in FEPMIS by creating a Change of Status and notifying the FS which DLA Disposition Services site has agreed to accept the property.
 - 2) FS PMO's will create the return document (DD 1348-1a) in FEPMIS and provide a copy to the state FEPP manager after an appointment has been made to return the item to DLA.
 - 3) Property will be tracked in FEPMIS until signed and dated return receipt of the DD 1348-1a is uploaded in FEPMIS verifying the property was received by DLA Disposition Services.
 - 4) The FS will remove Controlled property from the state inventory only after all requirements are met.

2. Return to DLA

- a) FFP will be returned to a DLA Disposition Services site free of charge. Cost of shipping to the DLA site is at the expense of the state agency or the recipient.
- b) Any FFP property that has not been placed into use within one year of acquisition or has not been used for firefighting or emergency medical services for a minimum of one year must be returned to a DLA Disposition Services site.
 - 1) Modify the property item in FEPMIS, ensuring accuracy of property details.
 - 2) Upload supporting documentation on why the item needs disposal prior to the one year of use:
 - a. A police report for items lost or stolen.
 - b. An accident report for items that have been damaged, destroyed or rendered uneconomical to repair due to an accident.
 - c. A mechanics report for items that have suffered mechanical damage and are now considered uneconomical to repair.
 - d. A statement (email is acceptable if it includes the person's name, title, and contact information) from a state employee or Fire Department official explaining why the item cannot be placed into service.
 - 3) Create and Submit a Change of Status in FEPMIS for the item listing the reason for the disposal and the DLA Disposition Services site that will be receiving the returned item.
 - 4) The PMO will determine if a DEMIL A item is to be returned to the DLA Disposition Services site or if the Recipient/User can dispose of the item.
 - a. If the item must be returned to a DLA Disposition Services site, the PMO will provide a DD 1348-1a to the FEPP Manager.

1. The State will schedule an appointment with a DLA Disposition Services site at their earliest convenience.
 2. Three (3) copies of the DD 1348-1a will be provided to the DLA Disposition Services site when returning items to DLA. The DLA receiver must sign and date a copy of the DD 1348-1a verifying the property item was received.
 3. Upload a copy of this form in FEPMIS and retain the original in the State Agency Asset file.
 4. The PMO will remove property from the state inventory when all documentation is visible in FEPMIS.
- b. If the PMO determines it is not in the best interest of the Federal government to return the item to a DLA Disposition Services site, the PMO will consult with DLA to authorize options of cannibalization for usable parts, sale, or exchange/trade for another item that can be used for firefighting or emergency medical response.
1. Items in this category cannot have a transfer of title. If the item is not returned to DLA, the property is determined to be uneconomical to repair or non-repairable; the value is only in scrap metal or usable parts to be used within the recipient's firefighting or emergency medical response responsibility.

3. Transfer

- a) Only usable or repairable Assigned property may be transferred.
- b) Assigned FFP may be transferred to another authorized FFP Recipient/User.
 - 1) Items reassigned must be placed in service within one year of the item being removed from the DLA Disposition Services site. A transfer within the FFP program does not extend the one year requirement of putting the property into use.
 - 2) The WO Program Manager will modify the property location and generate the FEPMIS shipping document to provide proof of transfer.
- c) FFP that transfers ownership and is in Closed status in FEPMIS, does not require USDA Forest Service approval or action.
 - 1) DEMIL Q6 property will only be transferred or sold outside of the FFP program after Trade Security Control requirements have been met.

Chapter 40 - FFP REVIEWS

1. Purpose of Reviews

- a) The Forest Service administers the FFP program through cooperative agreements with the State Forestry Agency. The state agency will ensure FFP property is used and managed within program guidelines and Federal regulations. The review process is designed to identify areas of non-compliance on the part of the Forest Service, state agency, and cooperators.
- b) A plan to correct weaknesses is a major component of the review. Setting realistic completion dates for actions and establishing a follow-up process is part of the review.
- c) Ensure compliance with applicable provisions on the basis of race, color, national origin, age, or handicap.
- d) Additionally, commendable actions or processes that keep the FFP program active and productive within the state agency are identified.

2. Frequency of Reviews

- a) The Forest Service shall conduct a FFP compliance review at not less than 5-year intervals with each participating state.
 - 1) The Accountable Officer may include the FFP program review as part of the State fire, procurement, or FEPP property program review.
- b) State agencies will conduct 100% compliance reviews of their FFP program every 2 years.
 - 1) Compliance of Standard Operation Procedures will be verified where “Assigned” FFP property is present.
 - 2) Inventory Worksheets will be completed on all assigned FFP.

3. Composition of Review Teams

- a) Forest Service reviews are performed by personnel from the Accountable Officer's office and the Forest Service Regional/Area office. The review team will include, at a minimum:
 - 1) The Forest Service Regional/Area property management representative.
 - 2) The State FEPP Manager.
 - 3) A representative of the fire unit.
 - 4) The fire chief or representative of the department.
- b) State agency reviews may be performed by the state FEPP Manager or state representative of the regional/district office. The review team should include, at a minimum:
 - 1) State representative.
 - 2) Fire department Chief or representative of the receiving agency.

4. Documentation needed

- a) Before conducting the review, the following information should be gathered and reviewed:
 - 1) The state Delegation of Authority Letter to verify accuracy and compliance.
 - 2) List of screeners and users who have access to RTD and FEPMIS.
 - 3) List of locations that have received FFP within the last 5 year period; including quantities with total dollar value - separate items removed compared to items Assigned.
 - 4) The state agreement that is used to assign FFP to cooperators. Annotate or highlight questions, concerns or positive processes.

- 5) A list of items received in the last 6 years. Quantity, location where assigned, FSC, FEPP Type, additional description, acquisition date, in service date, date removed from inventory, last inventory date, number of documents, number of images, and comments fields.
 - a. Mark items not placed into service within 1 year or 2 years if acquired prior to 2018.
 - b. Mark items not inventoried within the last 2 years.
 - c. Mark items not identified accurately when the FEPP Type is "Provide Description".
 - d. When unit of issue is other than Each; ensure quantity is listed in Additional Description or in a Comments field. Mark items where the quantity received is not identified.
- 6) Inventory Worksheets that were done in the last 6 years.
 - a. Verify that all Controlled property has been inventoried within the 2-year requirement.
 - b. Assigned items that have been acquired more than 2 years have been inventoried prior to the 2-year state inventory requirements.
- 7) The review itinerary identifying the sites that will be visited and property that will be inspected/inventoried.
 - a. Print FEPMIS Inventory Worksheets for all Controlled property and items in Assigned status for more than 2 years since acquisition.
 - b. Property is no longer subject to annual inventory requirements and will not be inventoried during Program Review if it is in Archived "Closed" status in FEPMIS.

5. Review Report

- a) Prepare the written report within 30 days of the review.
 - 1) Copies of the report will be shared with the State Accountable Officer, the National Program Manager, and the DLA.
- b) Include the following information in the report:
 - 1) The review itinerary.
 - 2) Review team participants' names and titles.
 - 3) Description of the scope and impact of the FFP program on the state's fire program.
 - 4) The inspected/inventoried items list; include the inspector name, property number, description, and location.
 - 5) Document items with inaccurate information, listing the correct information to be updated in FEPMIS.
 - 6) The completed [Program Review Summary](#).
 - a. A "NO" response on the Summary report will be cause for a Failed Review and must be addressed in the Action Plan.
 - 7) Comments and commendations should be added where appropriate.
- c) 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
- d) 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. Failed review Action Plan

- a) If the State fails a Program Review, it will be verbally notified by the Forest Service Regional Director that their operations have been temporarily suspended. A written report will be provided to the State within fourteen (14) days.
- b) The State will have twenty-one (21) days to draft a Corrective Action Plan for approval/disapproval by the FFP National Program Officer. The State has ninety (90) days to implement the approved Corrective Action Plan. Failure to properly execute the Corrective Action Plan may result in a termination from the FFP program.
- c) If a State fails to correct identified deficiencies within one year, the Forest Service will terminate their operations.
 - 1) The State will bear all expenses related to the turn-in to the nearest DLA Disposition Services field site office.
 - 2) Transfer to an approved Federal or State agency may be approved.

Chapter 50 – Miscellaneous Aids

1. DEMIL Codes

Indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls. It is used throughout the life-cycle to identify control requirements required before release from DoD control.

- a) **DEMIL Codes** - Each property item has a DEMIL Code assigned to it, following is 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
- c) **DEMIL Integrity Codes** – used to identify the validity of an item’s DEMIL code.
 - 1) 0 – DEMIL code presently in collaboration cycle.
 - 2) 1 – No DEMIL Code change recommended.
 - 3) 2 - Accepted and then overridden or changed.
 - 4) 3 – Requires mutilation worldwide.
 - 5) 4 – DEMIL code could not be validated or there is insufficient technical data available.
 - 6) 5 – Item was either reviewed and coded or changed prior to completion of DEMIL Integrity Code.
 - 7) 6 – Non-critical FSC, non-sensitive, requires mutilation overseas.
 - 8) 7 – Forced code change.
 - 9) 8 – Does not concur with recommended DEMIL Code change, pending resolution.
 - 10) 9 – Reserved for future use.

2. Supply Condition Codes

The Supply condition code is assigned by the activity turning the property in to the DLA Disposition Services site. It is the first position of the Federal Condition Code.

- a) A - Serviceable-Issuable without Qualification; New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions

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- b) 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.
- c) 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.
- d) D – Serviceable – Test/Modification; Serviceable material which requires test, alteration, modification, conversion or disassembly.
- e) 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.
- f) F – Unserviceable-Repairable; Economically repairable material which requires repair, overhaul, or reconditioning.
- g) G – Unserviceable-Incomplete; Material requiring additional parts or components to complete the end item prior to issue.
- h) 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.
- i) S – Unserviceable-Scrap

3. Disposal condition codes

The Disposal condition code is assigned by the DLA Disposition Services site receiver after inspection of an item. Used to designate the physical condition of that item.

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

Chapter 60 - TRAINING

1. Availability of Training

- a) The Forest Service will provide training on various electronic systems to personnel who manage FFP.
 - 1) Request for training should be made to the Regional PMO.
- b) Guidance on managing FFP is provided in the Forest Service Standard Operating Procedures (SOP) and may be exemplified in the State Handbook or instructions.
- c) Regional meetings and National Workshops provide system and management training periodically. Attending these meetings are encouraged.
- d) Guidance on how to Search and Order DLA Disposition Services excess property is available on line at: [DLA Disposition Services RTD - Reutilization](#). In the body of the page, scroll down and view the “Helpful Links” on the right of the page.
- e) FEPMIS training slides are available on the internet: <https://www.fs.fed.us/managing-land/fire/fepp>
- f) Cognos is an ad hoc reporting tool which is accessed through FEPMIS, the instructional manual can be downloaded here: <https://fam.nwcg.gov/fam-web/> Select FAMWEB data warehouse drop down on the left menu and then the Cognos Training link. You must be logged into FEPMIS prior to opening the Cognos Training link.

2. Types of Training

- a) **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.
- b) **Workshops** - Accountable Officers and USDA Forest Service Regional/Area office FFP managers should conduct workshops to familiarize new Federal and State employees with the FFP program, and to maintain currency with USDA Forest Service, DLA Disposition Services, and DoD regulations.
- c) **FFP Reviews** - Participating in FFP reviews conducted by the USDA Forest Service and/or the State is a good way to get training and a current oversight of a FFP program. Participating in reviews of other States/regions is useful.

3. Training Materials

- a) USDA Forest Service publishes the FFP Standard Operating Procedures and the FEPMIS Training Guide.
- b) State Forestry Agencies have developed FFP direction specific to their programs in State handbooks. In addition, several States have developed modification plans, wiring diagrams, and parts lists for FFP.
- c) DoD has a number of publications, internet based training modules, and technical manuals that are applicable to the FFP program and individual types of FFP.
- d) Roscommon Equipment Center (REC) in Roscommon, Michigan has developed a number of useful studies and plans.

Enclosures

Asset Files, Document Retention

FFP ACQUISITION DOCUMENTS

1. All DD 1348-1a Documents will be filed in order by Requisition Number (2YF#). Documents are considered open until they meet the following criteria:
 - Where quantities are **one each** on the DD 1348-1a; a Shipping Documents or documentation (i.e. FEPMIS Identification screen) will be attached to the DD 1348-1a to show where the item was assigned/issued. Pertinent information (Make/Model; Serial or VIN #; Property Number; FSC with Description; and Demil Code) identifying the property will be included on the Issue documentation. The final recipient must be identified for the transfer of ownership before the document can be considered complete.

OR

 - When a quantity of **more than 1 each** is received on a DD 1348-1a the file must include documentation showing where each item received was issued for final ownership. An excel spreadsheet, word document, individual shipping documents or handwritten annotations showing where the total amount of items were assigned. The header of the document must include explicit information identifying the property and show a starting quantity with a unit of issue and an end balance of zero before the document can be considered complete and ready for filing.
 - If you received 1 LOT in FEPMIS you still must identify where each item on the DD 1348-1a was assigned, who was the recipient of each piece of FFP.
2. After FFP is receipted and identified in FEPMIS, the FFP Acquisition Document will be placed in one of two locations:
 - “[FFP Ownership Transfer](#)” – items that are Demil A or Demil Q6 that were acquired prior to October 9, 2014.
 - “[FFP Asset File](#)” – all Demil items except Demil A or Demil Q6 acquired prior to October 9, 2014.

FFP – OWNERSHIP TRANSFER

All Demil A property and Demil Q6 property acquired prior to Oct 9, 2014

1. File Ownership Transfer FFP documents by the DD Property Number.
2. Once a FFP item has been **put into service**, the DD 1348-1a should be moved with final recipient documentation to a new location called “**FFP Ownership Transfer, purge xx/xx/xxxx**”.
 - If there was title transfer for a vehicle, you do not need the SF 97 or copy of the title in the file, you can keep records in the fire department file as long as the FFP Ownership Transfer File shows the recipient of the property and it can easily be found in FEPMIS, i.e. a Query or Modify Module Print Screen showing the date in service, the recipient location (Division/Subdivision/Station) and the property details.

Due to the requirement of the property being in-service for one year, these files will be purged after 7 years and 3 months. Set your files to begin October 1 of the year placed in-service and purge on January 1 of the 8th year. If you placed FFP property in service between to October 1, 2008 and September 30, 2009 you will

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purge/destroy the file on January 1, 2016. Any FFP documents, in this category, that was placed into service prior to September 30, 2009 can be destroyed now.

FFP ASSET FILES

All Demil other than A property and Demil Q6 property acquired POST Oct 9, 2014

1. Once a FFP item has been **put into service**, the DD 1348-1a will be moved with all supporting documentation to a new location called “**Active FFP – do not purge**”.
 - These files do not get purged, eventually they will be moved to the “Closed FFP file”.
2. File by DD Property Number – states may want to add the property location to the front of the file.
3. Add any supporting documentation to the file to include FEPMIS Inventory Worksheets – Inventory is conducted every 2 years for all Active FFP.
 - **Many states are filing all documentation with the fire department files, this is making it difficult to ensure inventories are being conducted, it is now required that an FFP Asset File is created for all FFP Demil property.**
4. Q6 property that was received after Oct 1, 2018 requires a Trade Security Commission Export Control Regulation signed letter and an Asset file.

FFP DISPOSAL

Other than Demil A and Demil Q6 items acquired POST October 9, 2014

1. FFP Asset Files will be filed by the DD Property Number assigned to the asset.
2. When items are no longer needed or status of the item has changed, a Change of Status will be created in FEPMIS to request disposal.
 - After FS approval of the COS, supporting documentation on the disposal will be uploaded in FEPMIS; i.e. DD 1348-1a returning the item to a DLADS site, a certificate of destruction, Trade Security Commission authorization for transfer of title, or an authorization for a change of the demil code.
 - The FS will close and remove the item from inventory when requirements are met for disposal. File closed FFP acquisition documents by Property Number in a File location called “**FFP disposal, purge xx/xx/xxxx**”
- These files will be purged 6 years and 3 months after the date of FS closing the item in FEPMIS – any DD 1348-1a with a closed signature dated on or after Oct 1, 2009 can be destroyed in January of 2016. Always add 6 years to the FY that the document was signed, i.e. Oct 1, 2009 to Sept 30, 2010 is FY10 – if you add 6 years to FY10 you can destroy the records in Jan of 2016.

Delegation of Authority Letter

(Use State Letterhead)

SUBJECT: Delegation of Authority for management of the Federal Excess Personal Property (FEPP) and the Firefighter Property (FFP) 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/FFP 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.

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

Name and Title

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

Name and Title

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

Name and Title

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)

Authorized and Restricted FSC's

FSC	AUTH	REST	FSC	AUTH	REST	FSC	AUTH	REST
1005		X	1337		X	1710	X	
1010		X	1338		X	1720	X	
1015		X	1340		X	1730	X	
1020		X	1345		X	1740	X	
1025		X	1346		X			
1030		X	1350		X	1810		X
1035		X	1351		X	1820		X
1040		X	1352		X	1830		X
1045		X	1353		X	1840		X
1055		X	1355		X	1850		X
1070		X	1356		X	1860		X
1075		X	1360		X			
1080		X	1361		X	1905		X
1090		X	1365		X	1910	X	
1095		X	1367		X	1915	X	
			1370		X	1920	X	
1105		X	1375		X	1925	X	
1110		X	1376		X	1930	X	
1115		X	1377		X	1935	X	
1120		X	1385		X	1940	X	
1125		X	1386		X	1945	X	
1127		X	1390		X	1950	X	
1130		X	1395		X	1955	X	
1135		X	1398		X	1990	X	
1140		X						
1145		X	1410		X	2010	X	
1190		X	1420		X	2020	X	
1195		X	1425		X	2030	X	
			1427		X	2040	X	
1210	X		1430		X	2050	X	
1220	X		1440		X	2060	X	
1230	X		1450		X	2090	X	
1240	X							
1250	X		1510	X		2210		X
1260	X		1520	X		2220		X
1265	X		1540		X	2230	X	
1270	X		1550		X	2240	X	
1280	X		1560	X		2250	X	
1285	X							
1287	X		1610	X		2305	X	
1290	X		1615	X		2310	X	
			1620	X		2320	X	
1310		X	1630	X		2330	X	
1315		X	1640	X		2340	X	
1320		X	1650	X		2350	X	
1325		X	1660	X				
1330		X	1670	X		2410	X	
1336		X	1680	X		2420	X	

FSC	AUTH	REST		FSC	AUTH	REST		FSC	AUTH	REST
2430	X			3230	X			3615	X	
								3620		X
2510	X			3405	X			3625	X	
2520	X			3408	X			3630		X
2530	X			3410		X		3635		X
2540	X			3411	X			3640		X
2541		X		3412	X			3645		X
2590	X			3413	X			3650		X
				3414	X			3655	X	
2610	X			3415	X			3660	X	
2620	X			3416	X			3670		X
2630	X			3417	X			3680		X
2640	X			3418	X			3685		X
				3419	X			3690		X
2805	X			3422		X		3693	X	
2810	X			3424		X		3694	X	
2815	X			3426	X			3695	X	
2820	X			3431	X					
2825	X			3432	X			3710	X	
2830	X			3433	X			3720	X	
2835	X			3436	X			3730		X
2840	X			3438	X			3740	X	
2845		X		3439	X			3750	X	
2850	X			3441	X			3770		X
2895	X			3442	X					
				3443	X			3805	X	
2910	X			3444	X			3810	X	
2915	X			3445	X			3815	X	
2920	X			3446	X			3820	X	
2925	X			3447	X			3825	X	
2930	X			3448	X			3830	X	
2935	X			3449	X			3835	X	
2940	X			3450	X			3895	X	
2945	X			3455	X					
2950	X			3456	X			3910	X	
2990	X			3460	X			3915		X
2995	X			3461	X			3920	X	
				3465	X			3930	X	
3010	X			3470	X			3940	X	
3020	X							3950	X	
3030	X			3510	X			3960		X
3040	X			3520	X			3990	X	
				3530	X					
3110	X			3550		X		4010	X	
3120	X			3590	X			4020	X	
3130	X							4030	X	
				3605	X					
3210	X			3610	X			4110	X	
3220	X			3611	X			4120	X	

FSC	AUTH	REST		FSC	AUTH	REST		FSC	AUTH	REST
4130	X			4960		X		5630	X	
4140	X			4970		X		5640	X	
4150		X						5650	X	
				5110	X			5660	X	
4210	X			5120	X			5670	X	
4220	X			5130	X			5675	X	
4230	X			5133	X			5680	X	
4235	X			5136	X					
4240	X			5140	X			5805	X	
4250	X			5180	X			5810	X	
								5811	X	
4310	X			5210	X			5815	X	
4320	X			5220	X			5820	X	
4330	X			5280	X			5821	X	
								5825	X	
4410	X			5305	X			5826	X	
4420		X		5306	X			5830	X	
4430		X		5307	X			5831	X	
4440		X		5310	X			5835	X	
4460	X			5315	X			5836	X	
4470		X		5320	X			5940	X	
				5325	X			5841	X	
4510	X			5330	X			5845		X
4520	X			5331	X			5850	X	
4530	X			5335	X			5855	X	
4540	X			5340	X			5860		X
				5341	X			5865		X
4610	X			5342	X			5895	X	
4620	X			5345	X					
4630	X			5350	X			5905		X
				5355	X			5910		X
4710	X			5360	X			5915		X
4720	X			5365	X			5920	X	
4730	X							5925	X	
				5410	X			5930	X	
4810	X			5411	X			5935	X	
4820	X			5419	X			5940	X	
				5420	X			5945	X	
4910	X			5430	X			5950	X	
4920	X			5440	X			5955		X
4921		X		5445	X			5960		X
4923		X		5450	X			5961		X
4925		X						5962	X	
4927		X		5510	X			5963	X	
4930	X			5520	X			5965	X	
4931	X			5530	X			5970	X	
4933		X						5975	X	
4935		X		5610	X			5977		X
4940	X			5620	X			5980		X

FSC	AUTH	REST		FSC	AUTH	REST		FSC	AUTH	REST
5985	X			6510	X			7010	X	
5990		X		6515	X			7020	X	
5995	X			6520	X			7021	X	
5996	X			6525		X		7022	X	
5998	X			6530	X			7025	X	
5999	X			6532	X			7030	X	
				6540		X		7035	X	
6010	X			6545	X			7040		X
6015	X			6550		X		7042		X
6020	X							7045	X	
6021	X			6605	X			7050	X	
6030	X			6610	X					
6032	X			6615	X			7105	X	
6035	X			6620	X			7110	X	
6060	X			6625	X			7125	X	
6070	X			6630	X			7195	X	
6080	X			6635	X					
6099	X			6636		X		7210	X	
				6640	X			7220	X	
6105	X			6645	X			7230	X	
6110	X			6650	X			7240	X	
6115	X			6655	X			7290	X	
6116	X			6660	X					
6117		X		6665	X			7310	X	
6120	X			6670	X			7320	X	
6125	X			6675	X			7330	X	
6130	X			6680	X			7340	X	
6135	X			6685	X			7350	X	
6140	X			6695	X			7360	X	
6145	X									
6150	X			6710	X			7420	X	
6160	X			6720	X			7430	X	
				6730	X			7435	X	
6210	X			6740	X			7450	X	
6220	X			6750	X			7460	X	
6230	X			6760	X			7490	X	
6240	X			6770		X				
6250	X			6780	X			7510	X	
6260	X							7520	X	
				6810	X			7530	X	
6310	X			6820		X		7540	X	
6320	X			6830		X				
6330		X		6840	X			7610	X	
6340	X			6850	X			7630		X
6350	X							7640	X	
				6910	X			7641	X	
6505		X		6920		X		7642	X	
6508	X			6930		X		7643	X	
6509		X		6940		X		7644	X	

FSC	AUTH	REST	FSC	AUTH	REST	FSC	AUTH	REST
7650		X	8415	X		9135		X
7660		X	8420		X	9140	X	
7670		X	8425		X	9150	X	
7690	X		8430	X		9160	X	
			8435	X				
7710		X	8440		X	9310	X	
7720		X	8445		X	9320	X	
7730	X		8450		X	9330	X	
7740		X	8455		X	9340		X
			8460	X		9350		X
7810	X		8465	X		9390		X
7820	X		8470		X			
7830	X		8475		X	9410		X
						9420		X
7910	X		8510		X	9430		X
7920	X		8520	X		9440		X
7930	X		8530		X	9450	X	
			8540	X				
8010	X					9505	X	
8020	X		8710		X	9510	X	
8030	X		8720	X		9515	X	
8040	X		8730		X	9520	X	
						9525	X	
8105	X		8810		X	9530	X	
8110	X		8820		X	9535	X	
8115	X					9540	X	
8120	X		8905		X	9545	X	
8125	X		8910		X			
8130	X		8915		X	9610		X
8135	X		8920		X	9620	X	
8140	X		8925		X	9630		X
8145	X		8930		X	9640		X
			8935		X	9650		X
8305	X		8940		X	9660		X
8310	X		8945		X	9670	X	
8315	X		8950		X	9680		X
8320	X		8955		X			
8325		X	8960		X	9905	X	
8330	X		8965		X	9910		X
8335	X		8970		X	9915		X
8340	X		8975		X	9920		X
8345	X					9925		X
			9910	X		9930		X
8405	X		9130	X		9999	X	
8410	X							

FFP Inventory Instructions for State Cooperators

Training Requirement:

Any employee who will conduct a physical inspection, enter corrected data in FEPMIS or certify the inventory of FFP 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/Area Property Management Officer for each state employee who is involved in the FFP 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/Area office with the inventory file.

Inventory Due Date:

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

- All FFP 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/Area 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 sufficient 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.

State Cooperators Inventory Training Certification

STATE COOPERATORS INVENTORY TRAINING CERTIFICATION

I have read and understand the requirements and processes of The U.S. Forest Service FFP 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 _____ FFP Inventory:
(Calendar year inventory is due)

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

Signature Date

Review Format

Fire Fighter Property Review

Date of Review

Insert image of a FFP item inspected on the review

State Forestry Name

USDA Forest Service

FS Regional Office

Fire and Aviation

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 Firefighter Property (FFP) program was reviewed including the use, management, accountability, and disposal of items. The FFP 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 FFP 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 FFP.

The (Enter the Abbreviated name of the State Forestry Agency) has acquired (List how many) FFP 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) FFP items were inventoried. The majority of the FFP inventory is (list what items are mostly acquired in FFP). The remainder consists of miscellaneous items totaling about (What is the value of FFP acquired) in acquisition costs.

PURPOSE OF REVIEW

The USDA Forest Service is authorized manage the FFP program under cooperative agreements with the State Forestry Agency. FFP property must be used within program guidelines and DEMIL and Sensitive property items remain vested in the Department of Defense and must be accounted for (inventoried) regularly. The review process is designed to identify areas of program weakness before they can become problems. Also, because the Department of Defense has authorized the management of FFP to the Forest Service, identifying shortfalls on the part of the Forest Service is an important component of the review process. 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 FFP program active and productive. These will be shared with other States.

REVIEW TEAM

On each review State and Federal employees who work with Firefighter Property program 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 FFP 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 FFP program. The Federal Excess Property Management Information System (FEPMIS) is required to be used by all states to manage and track FFP. The FEPP Manager and various State District Managers are responsible for ensuring all FFP 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 FFP, 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 FFP program.

Inventories:	
1. Are physical inventories being conducted every two years on all Assigned property?	
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 FFP property that is tracked?	
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 FFP when conducting inventories?	
Documentation:	
7. Does the State have regulations and policies in place for the FFP program?	
8. Are there written agreements with each local fire department for the use, care and disposal of FFP?	
9. Does the State ensure liability insurance is carried on all FFP vehicles in Assigned status in FEPMIS?	
10. Is there a formal process for users to request FFP equipment?	
11. Does the State have a formal process for ensuring proper programmatic use of FFP?	
12. Are MILSTRIPs (DD 1348-1a's) for acquisition and disposal filed and retained according to FS requirements?	
13. Does the State identify items receipted in a batch or lot to the individual recipients?	
14. Did the FS approve return or removal of Controlled property in FEPMIS prior to the State agency returning items to DoD or transferring Q6 property ownership?	
15. Are documents and images uploaded in FEPMIS as required?	
Data Entry:	
16. Have all acquisitions been identified and receipted in FEPMIS correctly?	
17. Is the State receipting acquired FFP with accurate and complete information in FEPMIS within 30 days of allocation?	
18. Were the selected Shipping/issue documentation/audit trails complete, including the internal transfers?	
19. Is the State ensuring Controlled property is identified and tracked in FEPMIS?	
20. Is the State entering and verifying the date property has been placed into service?	
21. When FFP has been in service for one year, is the state removing Demil A property from FEPMIS in a timely manner?	
Items Viewed:	
22. Are Cooperative agreements current, are signatures still valid?	
23. Were all items found in expected locations?	
24. Did Assigned items that have been placed in service still appear to be in usable condition?	
25. Have Assigned items been inspected and properly maintained?	
26. Do Assigned items pose any safety risks?	

27. Were items selected for sampling found in proper program use?	
28. Is equipment identified as FFP?	
29. Were Fire Departments aware of the requirements for use and the special conditions for disposal of Controlled FFP?	
30. Was refurbishment for firefighting or emergency medical response accomplished within one year?	
Disposal:	
31. Does the State have a formal disposal process for Controlled FFP?	
32. Are FFP items that have not been placed into service within 1 years being returned to the nearest DLA Disposition Services site?	
Reviews:	
33. Is there a formal process in place to resolve concerns identified during state reviews or audits?	
34. Have action items from the last review/audit been cleared?	

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 FFP requirements and procedures and require corrective action.

Action Item	Due Date
1) (List 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. (You will list all 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.)

Target date: (Give a realistic target date for the responsible party to meet the requirement.)

Responsibility: (List what position/s and agency that 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.)

Target date: (Give a realistic target date for the responsible party to meet the requirement.)

Responsibility: (List what position/s and agency that will resolve this requirement.)

(Provide a single line between each finding.)

3. **Finding:** The following items have incorrect Descriptions, Serial #, Make, Model, and/or Model Year information in FEPMIS:

Property Number	Property Description	Incorrect data field	Correct information

Recommendation: Correct Property Details in FEPMIS.

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

Responsibility: (List what position/s and agency that will resolve this requirement.)

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

Property Number	FEPMIS Location	Notes

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 facility or VFD Name)	(Enter FS employee's last name.)	(Enter how many FFP items you saw at this site.)	(Enter any comments good or bad concerning the site and the equipment that was inspected.)

Exhibition B

Point of Contact at the Sites Visited

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

AGENDA

(Insert Review Agenda)

Cc: National FFP Program Manager, Washington Office

Form Samples

Authorization to Screen and Reserve

Use FS Letter head

TO: Memorandum for DLA Disposition Services (Site Name)

Site Street Address

City, State, Zip

FROM: USDA, Forest Service, (Regional Office)

RO Street Address

City, State, Zip

SUBJECT: Authorization to Reserve, Screen, and for Direct Removal of Property from DLA Disposition Services

I. Reference:

- a. DODM 4160.21-M, Volume 3, Enclosure 5.
- b. Memorandum, November 14, 2005, subject: Designation of Accountable Officer.
- c. Memorandum, December 4, 2005, subject: Authorization to Authenticate DD Form 1348-1A and appoint persons to Reserve, Screen, and for Direct Removal of property from DRMO (Attachment 1).

II. IAW references above, the below listed individuals are authorized to reserve, screen, and for direct removal of property from DRMO on behalf of the Accountable Office.

- a. DODAAC: 2YFxxx
- b. ACTIVITY: State Agency Name
- c. ADDRESS: State Agency Address
- d. PHONE NUMBER: xxx-xxx-xxxx
- e. FAX NUMBER: xxx-xxx-xxxx

1. NAME: SIGNATURE: _____

2. NAME: SIGNATURE: _____

3. NAME: SIGNATURE: _____

III. This letter expires xx/xx/xxxx.

 PMO name
 Property Management Officer

 Date

cc:

EUC Notification Letter to Recipient – Page 1

USE STATE LETTER HEAD

FIRE DEPARTMENT:

PROPERTY NUMBER:

DESCRIPTION:

MODEL:

MODEL YEAR:

SERIAL NUMBER:

Conditional title of this item is issued until the property is placed into service for a minimum of one (1) year. Ownership will transfer to the (Fire Department name) only after all program requirements are met; as outlined in the agreement between the (list state agency name) and the (fire department name).

(Enter the Description and SN of the Q6 item) is Demil Code Q6 and cannot be sold or transferred prior to the 1 year of conditional holding and utilization period. Any sale or transfer of this item to non-FFP participants must be executed in compliance with U.S. Export Control Regulations.

If this Q6 item is sold or transferred, the owning agency must notify all subsequent purchasers or transferees in writing, of their responsibility to comply with U.S. export control laws and regulations. Under no circumstances will this item be sold or otherwise transferred to non-U.S. persons or exported outside of the U.S.

- Export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). (Fire Department name) is responsible, but not limited to, determining the subsequent transferee's eligibility to receive (list item description and SN) in accordance with U.S. export control laws and regulations:

Information on the EAR and ITAR are at: <https://www.bis.doc.gov/index.php> and <https://www.pmddtc.state.gov/index.html>

(State Agency name) will provide forms needed to submit to the Trade Security Commission (TSC) for approval to sell or transfer this item.

PRINTED NAME OF RECIPIENT, POSITION/TITLE, SIGNATURE, and DATE.

U.S. Export Control Regulations – Page 2

U.S. Export Control Regulations

- a. Excess personal property may be export-controlled, regardless of the assigned DEMIL code and regardless of the Department or Agency that donates the property.
- b. DEMIL codes are not a substitute for export controls. They do not provide information on the export control of items.
- c. The Transferee is responsible for complying with U.S. export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).
 - 1) This responsibility exists independent of, and is not established or limited by, the information provided in this statement of compliance.
 - 2) The responsibility includes, but is not limited to, determining the subsequent transferee's eligibility to receive such items in accordance with U.S. export control laws and regulations,
 - 3) Information on the EAR and ITAR are at:
<https://www.bis.doc.gov/index.php> and
<https://www.pmddtc.state.gov/index.html>
 - 4) Tips:
 - i. If Transferee has doubts about which regulation governs control of the item, they may submit a commodity jurisdiction request to the Department of State, Directorate of Defense Trade Controls to determine whether it is subject to the ITAR or EAR. Information on commodity jurisdiction requests can be found at: http://www.pmddtc.state.gov/commodity_jurisdiction/index.html
 - ii. If Transferee is sure the item is subject to the EAR, but needs help determining the correct Export Control Classification Number (ECCN), they may submit a commodity classification request to the Department of Commerce, Bureau of Industry and Security (BIS). Information on classification requests can be found at: <https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/classification-request-guidelines>
 - iii. For items subject to the EAR: Transferee is cautioned that prior to sale or transfer of items they should be familiar with their customer and intended end use of the items. Transferees must check prospective Transferees/buyers to ensure they are not on the Department of Commerce List of Parties of Concern (<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>) and the transfer/sale complies with the EAR, including 15 CFR Part 736. BIS Export Compliance Guidelines are at: <https://www.bis.doc.gov/index.php/forms-documents/pdfs/1641-ecp/file>

Letter of Authorization to Remove (LOAR)

LETTER OF AUTHORIZATION TO REMOVE

This form may not be modified or altered. Other versions are not authorized.

Date:

For DOD releases the individual signing must be listed on LOA in the Centralized File

To: DLA DISPOSITION SERVICES

From:

I, the undersigned, hereby authorize
PRINT NAME
 to remove the requisitions listed below on my behalf.
PRINT NAME OF PERSON OR TRANSPORTATION COMPANY

SIGNATURE OF CUSTOMER: _____

Extent of Authority: To remove the property listed below.

LIST ITEM(S) by Requisition/DTID Number/Nomenclature/Quantity: GSA Transfer Order # if applicable

PLEASE COMPLETE THIS FORM AND EMAIL OR FAX IT TO

PLEASE CALL TO SCHEDULE YOUR PICK-UP

REMEMBER TO BRING ADEQUATE ID WHEN YOU COME

THANK YOU

PICK-UP OF REQUISITIONS IS REQUIRED WITHIN 14 DAYS OF THE 1348 DOCUMENT FOR DOD, LESO, FIRE FIGHTER AND CFL CUSTOMERS AND 21 DAYS FOR ALL DONATION AND TRANSFER CUSTOMERS.
ALL REQUISITIONS WILL BE CANCELLED AFTER THIS DATE.

SF 97 Request Form

Vehicle SF 97 Request Form

Please fill all fields in order to place 97 request.

Requisition Number: _____

DTID: _____

NSN: _____

Vehicle Ident. No: _____

Year: _____

Make of Vehicle: _____

Series or Model: _____

Body Style: _____

Fuel: _____

Cylinders: _____

Weight: _____

GVWR: _____

Mileage: _____

POC Name: _____

POC Phone Number: _____

Transferee Address:

SF-97 Mailing Address: (If different from the Transferee address)

Blank Shipping Document

SHIPPING DOCUMENT SHIPPING DOCUMENT NUMBER:

Contact Name:

Contact Phone:

Shipping Information:

SHIPPING FROM:

SHIPPING TO:

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 medical use, items that cannot be put into service within one year will be returned to DLA Disposition Services. Items requiring demilitarization (DEMIL codes B, C, D, E, F and Q3) will be managed by the State Agency and the Forest Service until returned to DLA Disposition Services, and will be inventoried every 2 years by the state agency. Approval for transfer of Assigned FFP 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 Federal and State agencies.

PROPERTY NO./ **DESCRIPTION**
STATE PROP. NO.

**RECEIVED
BY:**

SIGNATURE

PRINTED NAME

SHIPPED BY:

DATE:

Blank Inventory Worksheet

Property Number: _____ **Labeled? Circle Yes No** _____

State Property#: _____ **Demil Code:** _____

Insurance _____ **Property** _____
Expiration Date: _____ **In-Service Date:** _____

Physical _____ **National** _____
Storage Location: _____ **Stock Number:** _____

Description: _____

Make/Manufacturer: _____ **Serial#:** _____

Model#: _____ **Model Year:** _____

Unit of Issue: _____ **Condition:** _____

Flvabe 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:

