

USDA Forest Service Firefighter Property (FFP) Standard Operating Procedures



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1. FFP Standard Operating Procedures (SOP) Availability

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 FFP web site:

<http://www.fs.fed.us/fire/partners/fepp/DODprogram/>, as they become available, or contact [the National Program Manager](#) for more information.

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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 services. The DoD authorizes the United States Department of Agriculture, Forest Service, Fire and Aviation Management, to act as the agent of DoD for the transfer of DoD property through a Memorandum of Agreement. State Agencies responsible for fire suppression and pre-suppression are responsible in determining whether property is suitable for use by fire protection and emergency service activities within their states. The 1706 program, better known as the Firefighter Property (FFP) program, is intended to assist State and local firefighting and emergency service agencies in acquiring excess DoD property.
- b) Encourage contact with Members of Congress when FFP fire equipment is assigned to fire departments within their districts. Their involvement is desirable at public ceremonies (such as "turning-over-keys" to vehicles) to provide positive publicity for the FFP Program in upgrading rural fire departments, etc. Local newspapers are often glad to cover this kind of event, as well.
- c) FFP is for the current use of authorized program participants; it will not be requested nor issued for cannibalization, parts, or for speculative use/possible future use. FFP cannot be obtained for the purpose of warehousing/stockpiling, sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal State/local governmental entities budgets. Transfer of FFP will be based on bona fide fire protection or emergency service requirements and current needs. [Chapter 10-1](#).
- d) Ownership of FFP, when applicable, shall pass to the recipient or user of the property. Certain types of property, as outlined in this manual, shall remain vested in the United States Government and DoD. Where ownership does not pass to the recipient or user of the property, arrangements will be made through the DoD, the USDA Forest Service, and the State Agency to return the property to DoD for disposal or (with the USDA Forest Service approval) shall be rendered unusable and disposed of as

scrap. Under no circumstances will property (usable or scrap) be sold or otherwise transferred to non-U.S. persons or exported. [Chapter 10-4](#).

- e) This manual 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, or to:

National FFP Program Manager, USDA Forest Service
Fire & Aviation Management
1400 INDEPENDENCE Ave, SW
Washington, DC 20250-1107

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3. Authorities

- a) In 2005, the USDA Forest Service signed a Memorandum of Agreement with the DoD giving the USDA Forest Service management of the DoD Firefighting property transfers authorized under 10_U.S.C. 2576b to be carried out through the USDA Forest Service, Fire and Aviation Management. In order to make the DoD excess property program, the 1706 Program, more accessible and better known to State and local firefighting and emergency service providers; the USDA Forest Service works in cooperation with the State agency responsible for wildland and rural firefighting to ensure authorized and qualified firefighting entities are Users/Recipients of the property.
- 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 by a cooperative agreement because of the "substantial involvement" between the USDA Forest Service and the individual State Agency. When the State Agency assigns FFP to a fire department or fire district, an additional cooperative agreement is required at that level. The USDA Forest Service cooperates with the fire department or fire district only by proxy. See [Enclosure 1](#) for a Sample Cooperative Agreement.
- c) 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) audits the program periodically. The USDA Forest Service, Fire and Aviation Management will audit the program periodically. FFP Standard Operating Procedures are in accordance with DoD and USDA Forest Service direction. [Chapter 20-9](#)

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4. Legislation

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.'

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5. Definitions

Accountable Property - All FFP is accountable from acquisition until one year after the item has been placed into service. Demilitarization required property C, D, and F and Sensitive B and are accountable until they have been disposed of according to the Federal regulations. Demilitarization required items require a physical inventory once every two years and will remain in FEPMIS until the item has been disposed of. State Cooperators will enter and track all Accountable Property items into the Federal Excess Property Management Inventory System (FEPMIS).

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

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

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

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

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. [Chapter 10-12](#)

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.

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

Condition Codes – This is a two character combination of the “Supply” condition code and the “Disposal” condition code. The Supply condition code is assigned by the activity turning the property in to the Disposition Services site. The Disposal condition code is assigned by the Disposition Services site receiver after inspection of an item which is used to designate the physical condition of that item. [Chapter 80-2](#)

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

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

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

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

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

Demilitarization (Demil) – As defined by the Department of Defense; the act of destroying the military capabilities inherent in certain types of equipment or material, making unusable of any whole item, part, assembly, or component that contains a critical characteristic whose transfer, donation, sale, disposal or unauthorized use would threaten National Security. Such destruction may include deep sea dumping, mutilation, cutting, crushing, scrapping, melting, burning, or alteration so as to prevent the further use of the item for its originally intended purpose. Additional information can be found in the Demil Manual, DoD 4160.21-M-1. [Chapter 80-1](#)

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

Department of Defense Activity Address Code (DODAAC) - A unique number assigned to Dept of Defense agencies by Defense Automatic Addressing System Center (identifies customers). H9FD01 is the assigned DODAAC for 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.

Disposition Services xxxx (the name of the city, military post or facility where property is stored for reutilization, transfer, donation, and disposal) – The responsible site where excess DoD property is stored for disposal. Formally known as DRMO.

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

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

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

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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: <http://www.fs.fed.us/fire/partners/fepp/h2book.pdf>

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: <http://www.fs.fed.us/fire/partners/fepp/h2book.pdf>

FEPP Manager – A state cooperator who has been delegated authority by the Accountable Officer in the acquisition, management, use, and disposal of FFP. [Enclosure-2](#)

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

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

Firefighter Property (FFP) – Property acquired from the Department of Defense for firefighting and emergency services. Authorized under 10_U.S.C. 2576b. [Zero Code-4](#)

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

Freeze (or frozen) – A term used to identify property that is held for a customer until the requisition is received and to prevent another customer from submitting a requisition for items previously identified by DoD customers.

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

Incidental Use – The unplanned use of property; occurs without intention or calculation. Usage is subordinate and non-essential to the primary and defined mission.

Inventoried Property - FFP with Demilitarization required codes of C, D, and F and for Demilitarization required property (Sensitive) B and Q with an integrity code other than 6. These items must be physically accounted for at least biennially and require USDA Forest Service approval for disposal. [Chapter 20-4](#)

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

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 the go ahead to remove the property item from the Disposition Services Site. Also known as the Requisition Number.

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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 in order to convert the item into a usable piece of fire equipment. Modification of items shall be documented in FEPMIS. [Chapter 20-7](#)

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

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

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 20-12](#)

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

Non-inventoried Property – FFP *other than* property items with Demilitarization required codes of C, D, and F and for Demilitarization required property (Sensitive) B and Q with an integrity code other than 6.

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

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

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

Recipient – Authorized FFP participant who has title/ownership of FFP property.

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

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

Report Number - The 14-digit number assigned 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 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 H9FD01. Also known as the MILSTRIP number.

Reportable Excess Personal Property - Demilitarization required codes of C, D, and F and for Demilitarization required property (Sensitive) B and Q with an integrity code other than 6. [Chapter 30](#)

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

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

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

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

Screener's Authorization - Identification used by non-Federal employees to gain access for on-site screening. A letter authorizing state cooperators to access Disposition Services Sites and requisition and remove property; requires PMO approval. [Chapter 10-5](#)

Sensitive Property - Property which must be inventoried because of its Demilitarization requirements. Special disposal procedures are required and must be inventoried biennially. Demilitarization required B and Q property items with an integrity code other than 6. [Chapter 10-4](#)

Serviceable - Property that can be repaired for use; may be reutilized internally.

SF 97 Form – Federal form used to transfer title/ownership of personal property which requires licensing. SF 97 forms may be issued for scrap/salvage; however the following statement must be stamped or typed on the top of the form: “For ownership only – no license is to be issued.” [Chapter 10-19](#)

State – One of the 50 states, the District of Columbia, 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; may be a state agency, a volunteer or paid fire department.

Supplementary Address Code – A secondary AAC or DODAAC which provides the holding agency a different Ship-To-Address than the Primary DoDAAC's Address. Each screener is issued a Supplementary Address Code.

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

Unserviceable Property - Property that is in scrap or salvage condition.

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

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

User – Authorized FFP participant who has custody of the item.

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

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, DRMS-I 4160.14 sections 1 through 3. 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)
 - 6) Disposition Services Administration Processing – General operations guidance. (DRMS-I 4160.14, Section 1, chapter 2)
 - 7) Disposition Services Logistics, chapter 1; Property Accounting, chapter 2; Demilitarization, chapter 4; Reutilization/Transfer/Donation Programs. chapter 5; Environmental, chapter 8; and Recycling Control Point (RCP), chapter 9. (DRMS-I 4160.14, Section 2)
 - 8) Disposition Services Special Processing – includes directions for processing gamma goats, military clothing, and aircraft (DRMS-I 4160.14, Section 3)
- b) The Federal portion of the FMR's, published as the Code of Federal Regulations (CFR), may be purchased on line at <http://bookstore.gpo.gov/> or via US mail:

**Government Printing Office
Superintendent of Documents
Mail Stop: SSOP
Washington, DC 20402-9328**

**Telephone: (202) 512-1800
e-mail: contactcenter@gpo.gov
Request CFR 41, Chapter 101 and 102.**

- c) The DoD and Disposition Services Publications can be found on line at [DLA Disposition Services Publications](#) or by submitting a Freedom of Information Act request via this web site: [DLA Disposition Services - FOI](#)

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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 USDA Forest Service.
- b) Agreements require renewal at a minimum every 5 years or when a new Accountable Officer is appointed.

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8. Role of the Accountable Officer

- a) Implement cooperative agreements with the USDA Forest Service that outline terms and conditions of the loan of DoD Firefighter Property (FFP).
- b) Prepare an Appointment Letter designating the State FEPP Manager, which will be kept on file at the USDA Forest Service Regional/Area office, and which grants the State FEPP Manager signature authority and power to act on the behalf of the State in the requisition, management, use and disposal of FFP. This letter will be prepared by the State agency responsible for fire management within the state and will be signed, at a minimum, by the Accountable Officer. [Enclosure 2](#)
- c) Create a comprehensive State Handbook, which will be forwarded to the USDA Forest Service for approval/disapproval, and implemented in accordance with the regulations of the FFP program. The State shall maintain the approved Cooperative Agreement and State Handbook on file.
- d) Receive and approve/disapprove applications for participation by a Fire Department to acquire property pursuant to this MOA.
- e) Identify Users/Recipients of FFP, assuring qualifications and certifications are met to provide firefighting and emergency services. FFP can only be distributed to an authorized fire protection or emergency service entity.
- f) Sponsor Fire Departments (FDs) that want to actively participate in the program.
- g) Screen for property that will be used for firefighting or emergency service purposes.
- h) Enter into written agreements with each qualified/authorized FD, to assure they fully comply with the terms, conditions, and limitations applicable to property transferred pursuant to this agreement. FFP will be assigned to a FD and not to a particular person or member of the FD. Agreement will be between the FD and the State and will be signed by the FD Chief (or designated official) on behalf of the FD.
- i) Access the Disposition Services FFP website on a regular basis for timely and accurate guidance, information, and links concerning the FFP Program and ensure that all relevant information is passed on to participating FDs.
- j) Maintain current and accurate contact information on Accountable Officer, FFP Managers, screeners, and authorized Users/Recipients of FFP. Contacts will also be identified in the Federal Excess Property Management Information System (FEPMIS) database.
- k) Notify the USDA Forest Service immediately on changes to Accountable Officer, FFP Managers, authorized screeners, or Users/Recipients contact information.
- l) Request for transfer only DOD property that can effectively be used by State, Territorial, or District of Columbia firefighting and emergency services agencies. Validating requests and accepting responsibility for property acquired.
- m) Administer, account for, use and dispose of FFP acquired pursuant to 10 U.S.C. § 2576b as outlined in the USDA Forest Service Standard Operating Procedures.
- n) Establish controls necessary to account for, manage, use, and dispose of said property, which may be further assigned by the State to other local cooperators in accordance with applicable guidelines.
- o) Maintain periodic written and verbal contact with their field office personnel to ensure their currency in all aspects of the FFP program, especially records and inventory accuracy, reviews, use, and overall program management.
- p) Maintain adequate records necessary to control FFP as defined in the USDA Forest Service Plan of Operation. 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 excess DOD property from receipt “cradle” to transfer, turn-in, or disposal “grave”. These documents include, but are not limited to, DRMS 103, DD Form 1348-1A, and all requests for transfer, turn-in, or disposal.
- q) Provide access to and the right to examine all records, books, papers, or documents relating to such property 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.

- r) Identify, track and verify mutilation of Demil B & Q items which require special handling when no longer needed, property will be mutilated and/or returned to a Disposition Service site. The USDA Forest Service must approve the mutilation and will provide guidance to the State Agency with regard to mutilation procedures, etc. Special handling requires one of the following:
 - 1) If in usable/repairable condition the property may be transferred to another firefighting or emergency service entity that is an authorized participant in the FFP program or returned to a Disposition Services Site.
 - 2) When the item is no longer needed for firefighting or emergency services or the item is obsolete or no longer repairable, the property item will be rendered unusable and destroyed beyond use. The property item can only be sold for its value in scrap metal content. Title will be retained at the State level and marked “invalid” when the item has been disposed of as scrap metal. Title will be attached to the acquisition document and retained for 6 years 3 months after final disposal.
 - 3) The State may opt to not receive title for Demilitarization B and Sensitive Q items. Instead, the State will agree to return the property to the Disposition Service when the item is no longer needed, serviceable, or usable. State will not be charged for return/turn-in processing of asset but is responsible for transportation of asset to Disposition Service site.
- s) Aircraft are authorized and must be placed into service within two (2) years of receipt and used primarily for firefighting or emergency service.
 - 1) The State will agree to provide all required controls in accordance with applicable laws and regulations for aircraft and aircraft parts.
 - 2) Aircraft will be maintained in accordance with applicable airworthiness standards and procedures for maintenance and repair.
 - 3) Users/Recipients will perpetuate repair and maintenance documentation.
 - 4) Aircraft and aircraft parts that are in usable condition may be transferred from one State to another State FFP participant.
 - 5) When no longer needed or usable, aircraft will be returned to DOD for disposal. The cost of transfer or return of aircraft will be borne by the State.
 - 6) Transfers or returns of aircraft and aircraft parts will be done with USDA Forest Service approval.
- t) Comply with DOD Public Key Infrastructure (PKI) requirements as they are implemented, i.e. use of Common Access Cards and/or medium assurance compliance certificates.
- u) The State will maintain or assure that property Users/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.
- v) 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.

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9. Use of FEPMIS

- a) The Federal Excess Property Management Information System - FEPMIS is the official program management database for the FFP program.
- b) FEPMIS is mandatory for acquisition and assignments of FFP and for tracking FFP items requiring demilitarization (DEMIL C, D, and F and for Sensitive B and Q items) until final disposal.
- c) Biennial Inventories will be done in FEPMIS for tracked property.
- d) Instructions on how to use FEPMIS can be found on the [FEPP website](#) or by contacting your USDA Forest Service regional [Property Management Officer](#).

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Chapter 10 - Acquisition

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1. Acquisition Guidelines

- a) Participants should be guided by the knowledge that this program is authorized to directly support the fire program.
- b) FFP is for the current use of authorized program participants; it will not be requested nor issued for cannibalization, parts, or for speculative use/possible future use.
- c) Only items that can be obviously used to support a Fire Protection program and emergency services associated with the Fire Protection program are authorized. Items that cannot be justifiable as needed for firefighting or emergency services should not be requested or received.
- d) FFP cannot be obtained for the purpose of warehousing/stockpiling, sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal State/local governmental entities budgets.
- e) Physical fitness equipment and fit for duty health monitoring devices may be acquired to ensure firefighting health standards and requirements.
- f) Fabricating materials, warehouse equipment, tools, and other items needed to distribute, maintain and ready property for fire use may be acquired dependant on the need of the State agency.
- g) Acquisition documents will be reviewed and approved when appropriate by the authorized USDA Forest Service official.
- h) The State will develop their own Handbook outlining the processes, procedures and requirements identified in this manual and distribute copies to Users/Recipients of FFP. Any changes or modifications to this manual will be reflected in the guidance that the state distributes.
- i) The Environmental Protection Agency's definition of hazardous materials contains some items that are allowable as FFP acquisition (antifreeze, motor oil, etc.). Caution is urged in obtaining bulk quantities of

any liquid item since subsequent disposal may be extremely costly and will be the responsibility of the State Agency.

- j) Special consideration should be made when requesting demilitarization required property items C, D, and F and for demilitarization codes (Sensitive) B and Q if the integrity code is other than 6; since these items will require special disposal procedures. Ownership of these items stay vested in the Department of Defense and must be accounted for until they are returned to a Disposition Services Site or have been demilitarized and sold according to guidelines established in [Chapter 30](#). Any cost for disposal would be the responsibility of the State Agency.
- k) The Federal Supply Classification (FSC) codes listed below indicate which property is authorized and may be acquired in the FFP program. Descriptions of the FSC codes can be found in the [Department of the Army Cataloging Book – H2](#). FFP Authorized and Restricted FSC's can be found in [Enclosure 5](#)

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2. FFP Acquisitions for Local Cooperators

- a) State Program Managers may acquire FFP property for fire service cooperators, including State conservation camps and inmate crews. Only items that are designed for or can be modified for direct use in fire pre-suppression or suppression activities or needed for emergency 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. Materials to fabricate and maintain such equipment include items such as sheet metal, steel, and other fabricating materials. Equipment used in fabrication includes metal brakes, benders, saws, welders, and similar high-cost items.
- 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 copy of the Standard Operating Procedures shall be provided as well.
- e) The Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as SASP or some other source.

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3. 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 FFP aircraft operating plan in place with the USDA Forest Service to acquire items in these categories.
 - 3) FSC 19 - Water Craft; only certain types of water craft are permissible and the intended use must be justified when a request is made.

- 4) 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.
- 5) 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.
- 6) FSG 71 and 72 – Furniture and Household and Commercial Furnishings and Appliances; Items acquired in these FSGs should be for the intent of providing essentials, not comforts or extras that are not required in the performance or function of the facility.

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4. Demilitarization Required Items

- a) Acquisition of Demilitarization C, D, and F and Sensitive B and Q items (which require special handling) requires that you add the following certification on your Shipping Document or attach to the Shipping Document ensuring knowledge of the unique requirements associated with this type of equipment. See [Enclosure 3](#) for Demil Statement and [Enclosure 4](#) for Demil Statement for Gamma Goats and HMMWVs.

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

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

As the representative of a firefighting agency, I _____ agree to accept responsibility for the _____ Fire Department.”

- b) In addition to the above statement, acquisition of the Gamma Goat (M-561 and M-592) and HUMMWV (M998 and M1098) requires that you add the following certification on your Shipping Document or attach to the Shipping Document and have the Recipient sign and date ensuring knowledge of the driving hazard associated with this type of equipment:

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

As the representative of a firefighting agency, I _____ agree to accept responsibility for the _____ Fire Department.”

- c) Approval for transfer and/or disposal of Demil/sensitive items will be approved by the USDA Forest Service PMO.

- d) For Demil C, D, and F required property and Sensitive B and Q property items will have the following statement appear on the issue document (DD1348-1a):

“This item is Demil required and will be returned to the Nearest Disposition Services site when no longer required by the DoD Fire Fighter Program.”

- e) The FFP customers will not be charged financially by Distribution Services for the receipt of the returned Demil required items; however, the state agency is responsible for the transportation costs associated with the return.

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5. Screener’s Authorization

- a) The State Program Manager may request a Screeners Identification Letter from the USDA Forest Service Regional/Area office PMO. Provide the USDA Forest Service PMO with the Excess Property Screener’s Application. [Enclosure 6](#).
- b) The USDA Forest Service Regional/Area PMO will prepare an authorization letter and return it to the State Program Manager for issue to the Screener. [Enclosure 7](#).
- 1) A copy of the Authorization letter will be sent by the PMO to the Disposition Services site.
 - 2) Authorization is effective for one year and requires update as changes or occur.
 - 3) State Program Managers will notify the issuing agency of the cancellation or suspension of Screeners.
- c) The USDA Forest Service Regional PMO will request access into the required databases for the Screeners as identified on the State Agency Request for Authorization to Screen and Remove FFP Property.
- d) A record of all screener's authorization letters issued to State or non-State personnel must be maintained by the USDA Forest Service Regional/Area office. The file will include date-of-issue and date-of-expiration for each letter issued.

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6. Screener Qualifications

- a) Persons selected for screening need to be knowledgeable in both wildland and structural fire control programs and the types of equipment needed. Items that cannot be used for firefighting purposes must not be screened.
- b) Screeners should have internet access and be computer literate.
- c) Screeners must be made aware that acquired DoD FFP must be put into service for fire and/or emergency use.
- d) Screeners should use caution when screening DoD FFP with condition codes of unserviceable or scrap.
- e) Screeners can be paid or volunteer.

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7. Screening Guidelines

- a) Read and understand the FFP Standard Operating Procedures.
- b) Obtain access codes and passwords into the Disposition Services website and FEPMIS.
- c) Shadow another screener or request training on how to use the various websites.

- d) Identify property needs.
- e) Only acquire what is needed, do not stock pile property, storage facilities should not have more than a 1 year supply.
- f) 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.

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8. Screening from a Disposition Services Site

- a) To view property at a Disposition Services Site, be sure and check in advance with the site for operating hours and procedures.
- b) You must have an authorization letter from the USDA Forest Service Regional/Area office permitting you to screen property on file at the Disposition Services Site prior to being authorized to screen on site.
- c) Notify the Disposition Services office that you are screening for DODAAC H9FD01. After signing in with the Disposition Services site, the screener will receive a current calendar and map of property available for screening. The calendar will specify a cycle for each location of property. The Disposition Services site's printout will be made available if requested. Items on the printout should be inspected to see that they will fill a need in the fire program.
- d) The property will be in one of five stages of disposal:
 - 1) Accumulation (1 to 7 days)
 - 2) DoD Formal Screening (14 days)
 - 3) GSA screening - Federal, Donation (21 days)
 - 4) Donation Allocation (5 days)
 - 5) RTD 2 (2 days)
- e) Property may be screened and frozen during the DoD Formal Screening process and during RTD 2.
- f) After property is located, a Screener's Tally Sheet ([DRMS Form 103](#)) must be filled out. Filling out the screener sheet correctly is essential. Some of this information is required to fill out the transfer forms to obtain the property other information is required in FEPMIS when you receipt for the item.
- g) The required information is available on a form attached to the property or is on the property item.
- h) DRMS form 103 must include the following information:
 - 1) DTID or turn-in document number.
 - 2) NSN or LSN – National Stock Number is an 11- or 13-digit number; Local Stock Number is the FSC followed by nomenclature, LSNs are used when an NSN is not available.
 - 3) Noun Description. A brief description of the item, usually three or four words, plus the serial number or VIN, manufacturer, model name, model number, year of manufacture, and serial number. (Note: For aircraft, obtain both the military serial number, also known as the bureau number, and the manufacturer's serial number, as appropriate.)
 - 4) [Condition Code](#). Either an alpha or numeric code that identifies the present condition of the item.
 - 5) Unit of Issue.
 - 6) Quantity.
 - 7) Acquisition Cost or standard cost.
- i) If the above listed items are not noted, acquisition of the property may be unnecessarily delayed as the information is not available for the freeze or electronic requisition.
- j) The screener takes the DRMS 103 back to the Disposition Services Site Processing Office, here the property is checked for availability and is officially frozen if available.

- 1) The Processing Office will require that you present them the DRMS 103 and they will perform the freeze action.
 - 2) Tagging of property is not authorized and does not guarantee your requisition.
 - 3) The screener must then enter the requisition electronically and obtain authorization for the acquisition.
 - 4) Freezes may only be done during your official screening cycle.
- k) You have 14 days to provide the Disposition Services site with an approved DD form 1348-1A for items identified on the DRMS form 103; however you are encouraged to notify the Disposition Services Site your plans for removal of the property prior to the 14 day expiration.
 - l) Should you fail to produce requisitions within the given time period, the item becomes available to another DoD customer, as long as the item has not rolled into another screening cycle.
 - m) You may requisition single items from batchlots. Disposition Service personnel cannot require customers to remove entire batchlots. Annotate on the DRMS 103 all the required information and indicate which item/s DTID you want to remove from the batchlot.
 - n) When the property enters the RTD 2 cycle, it will be awarded to the first customer with an approved DD1348-1A and must be removed immediately if awarded.

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9. Electronic Requirements

- a) Guidance on how to Search and Order 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 “Milstrip Requisitioning Slide Show.”
- b) You must use the Disposition Services website to submit a request for all FFP property.
- c) You are only eligible to request property in the DoD or RTD 2 cycles.
- d) Recycling Control Point (RCP) property is available in the FFP program. Currently DoD is funding the packaging and shipment of these items.

Search and Select

- a) Search the Disposition Services website for available property. Once an item is found, log into the [Dispositions Services FFP requisitioning website](#).
 - 1) Select “State Screener”
 - 2) Agree to the Terms and Conditions of Use
 - 3) Enter your User ID (also known as your Supplementary Address Code) and Password
 - 4) Select “Request Items”
 - 5) The Screener is provided several query options: FSG, FSC, NIIN, Item Disposal Turn-In-Document Number (DTID), Nomenclature, Condition Code, etc.
 - 6) Select “Submit Search”
 - 7) Results of your search are shown. You can view detailed information about an item by clicking on the Item Name. You may add the item to your Shopping Cart at this time by selecting the “Add to Cart” and entering the quantity that you are requesting at the top of the Item Detail screen.
 - 8) From the Search Results screen, select the “Add” option to the left of the Item Name and enter the quantity that you are requesting if you would like to request this item, this will add the item to your Shopping Cart.
 - 9) You may continue with new searches and continue to add to the same Shopping Cart by selecting the “New Search” option at the bottom of the Search Results screen.
 - 10) Items added to the Shopping Cart will appear to the left. You may reset, clear or checkout of the Shopping Cart at any time.

- 11) Once you have completed your search for items, you must Checkout if there are items in your Shopping Cart. Select the “Checkout” icon.
 - 12) In the “Requisition Completion Form” you will need to verify the quantity of the item you are requesting and enter in the “Request Justification” field what you intend to use this property item for. Your justification should be explicit in what your intentions are for the item; i.e. for the State Fire Program use, to be issued to VFD, to be converted into a Water Tender, to be used as a Brush Truck.
 - 13) Select “Submit Requisition” when you are ready to forward your request for approval.
 - 14) The next screen will then show the “Submitted Requisition”.
- NOTE:** This does not mean the Screener automatically will receive the lines requested, this is only a notification that your request has been sent for approval.

Modifying a Request

- a) You may modify your request after it has been submitted by selecting the “Modify/Resubmit Requested Items” from the main page.
 - 1) Items that you have requested will appear; you may change the quantity or the comments/justification that you entered on the “Requisition Completion Form”. You may also view the “Item Details” by selecting the link for the DTID.
 - 2) Make changes as necessary.
 - 3) Select the “Submit” link at the bottom of the page for the changes to take effect.

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FEPP Manager Approvals

- a) The FEPP Manager must log into the FFP web application and approve the request by selecting the “FEPP Manager” link.
 - 1) After logging into the system, the FFP Program Manager will need to view the Requests Submitted and must approve or disapprove the requests.
 - 2) Select “Item Approval Form”.
 - 3) The main screen will tell you how many items have been requested, the DTID (which will show you the property details if you select the link), the Current Cycle (you can only approve items that are in DoD or RTD 2 Cycles), how many days are left in the current screening cycle, the date and time of the requests, the Last Action performed, the Agency requesting the property, the Disposition Services site code (RIC), the Disposition Services site name, the Condition Code, and the Item DMIL Code (demilitarization required C, D, and F items and Sensitive B and Q will remain property of the DoD and will require the state to perform biennial inventories of the item and return it to the Disposition Services site when no longer needed).
 - 4) Select the toggle button of Yes or No to approve or disapprove the requisition request. You also have the option to check the “Approve all Items” box. This will automatically approve all requests that appear on this screen.
 - 5) Select the “Submit” button.
 - 6) If a request is disapproved, another screen will appear to enter Comments on why the item was not approved.
 - 7) Select the “Submit” button after you have entered your comments.
 - 8) The next screen will show the number of items approved, rejected or assigned and if a request was changed, it will show how many items were updated. This is the confirmation that the actions processed.

NOTE: This does not mean that the property has been allocated to the State Agency; this is only submitting a request for USDA FS PMO approval.

 - 9) The FEPP Managers approvals will process immediately and be available for the FS Regional PMO review and approval or disapproval.

Walk-in

- a) The term “Walk-in” is used for customers who walk into the Disposition Services site to screen or pickup property and notice another item available for their use. Following are the steps to be taken when requesting an item on a walk-in.
 - 1) The Screener contacts the FEPP Manager and provides the DTID and quantity requested.
 - 2) The FEPP Manager logs into the Disposition Services Database and selects “Walk-in Form”. The FEPP Manager enters the pertinent data (ensuring a valid Supplementary Address Code is entered) if the property is on record and available.
 - 3) Once the item has been identified, the FFP Program Manage notifies the PMO that the Walk-in requires their attention.
 - 4) The PMO will log into the FFP website and select “Item Approval Form”. The Walk-in will be identified and the PMO will have the option to approve or disapprove the request.
 - 5) The approved request will then be available at the Disposition Services site for them to locate the issue document (DD 1348-1A) and process the Walk-in request.

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PMO Approval

- a) USDA FS Regional PMO must log into the Disposition Services website to approve or disapprove FEPP Managers requests. The PMO has the final say in what is authorized.
 - 1) Log into the system using your User Id and Password. The main page will tell you if any requests are awaiting approval.
 - 2) If there are requests waiting your approval, select “Item Approval Form”. The PMO must review and approve requests daily (M-F excluding Federal Holidays) or risk losing the items to other DoD customers and to prevent items from rolling to GSA cycles or to Disposition Services Sales.
 - 3) From this screen you will view the Approver Assignment, Quantity Available, Approve status, DTID-Product Name-NSN, Current Cycle (you can only approve items in DoD or RTD 2 cycles), Days Left in screening cycle, Request Date and time, Last Action performed, Agency requesting the item, RIC (Disposition Services site code), Disposition Services site Name, Condition Code, Item Detail Code, DMIL Code (demilitarization required C, D, and F items and Sensitive B and Q will remain property of the DoD and will require the state to perform biennial inventories of the item and return it to the Disposition Services site when no longer needed), and Comments.
 - 4) The PMO must assign the request from their respective area of responsibility to themselves for processing. If it is determined that someone else should process the request, you may De-assign the transaction from yourself and let the approver assign the item to themselves when they log into the system.
 - 5) For items that have been assigned to you, place a check mark in the box alongside the “Work This Request” link and select “Submit” at the bottom of the page.
 - 6) If all items are assigned to you, you can also check the “Approve All” option and then select “Submit”.
 - 7) After hitting the “Submit” button a message will appear showing you the number of approvals, rejections, and assignments.
 - 8) On the PMO main menu you can see the immediate deduction of the number of requests awaiting approval.
 - 9) PMO approved items will be submitted into the Disposition Services Battle Creek batch lot and a recipient will be selected randomly.
 - a. If the PMO approved the request, the following day the recipient will have a MILSTRIP appear in the Dispositions Services electronic screening database. If the Screener does not have a MILSTRIP, the item has been allocated to another participant.

- b. Once a MILSTRIP has been generated, the recipient must schedule a removal date with the Disposition Services site.

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User Maintenance

- a) User Maintenance is the responsibility of the PMO. They have the ability to view all FFFP Screeners and FEPP Managers assigned within their region and Edit or Delete Users Information.
 - 1) From the Main Menu, select “Edit Users”.
 - 2) Arrows for Name, Organization, State, Login ID, Type, Supplementary Address, and Status allow the PMO to arrange the topics in ascending or descending order.
 - 3) The last column on the right gives the option to Edit or Delete a User.
 - 4) The PMO must update Users Information within their region as changes occur. Only Type of User and Login ID cannot be changed.
 - 5) Select “Submit Changes” for the changes to take effect.

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Transactions

- a) Transactions can be viewed from the Main Screen.
 - 1) Select the “Item History Form”
 - 2) Enter pertinent data.
 - 3) You must enter a date range first to view any historical data.
 - 4) You may choose to search by DTID, NSN, Requisition Number (would start with H0FD01) or Sequence Number. These are optional fields to narrow your search; you could leave them all blank to get a complete list of any transaction that happened within the date range that you entered.
 - 5) You may pick from drop down lists to view only specific “Screeners ID” or “Last Item Actions”.
 - 6) Select “Get Item Histories”. You can leave these fields set to the default setting to get a complete list of all the transactions within the date range that you entered.
 - 7) You can view the Screener (selecting the Screener ID will provide information about the screener), the Product Name, DTID (you can view item details by selecting the link), Quantity requested, Transaction Date, Disposition Services site name, Actions processed, the User ID (which is also known as the Supplementary Address Code), and any Comments that were entered.
 - 8) The PMO has additional options under the “Last Item Action” drop down to show “Walk-in requests approved by PMO” and to view by “State”.

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10. Removal of property from a Disposition Services Site

- a) You must schedule removal of property within 14 days of MILSTIP.
- b) Provide the Disposition Services a written authorization via a “Letter of Authorization to Remove Property” from your office email address or via a facsimile. [Enclosure 8](#)

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11. Justification Statement

- a) The justification statement is completed by the screener and may be modified by the FEPP Manager when approving a request in the Dispositions Services website. It is important that the person who actually 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) The State shall provide a statement that clearly justifies the need when any of following exist:
- 1) It is not evident that the property item can be used for the purpose of fire fighting or emergency 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 a particular 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 fixable. Property in FFP cannot be acquired for parts or cannibalization.
 - 5) It is not readily 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) The property requires demilitarization; i.e. anything with a DEMIL code of C, D, or F.
 - 7) Construction materials; i.e. brick, sheet metal, any materials used to fabricate or construct something.
 - 8) Heavy equipment that is not evident for use in fire fighting; i.e. cranes, mixers, snow plows.
 - 9) Aircraft will require additional documentation to be approved by the USDA Forest Service Regional Aviation Officer, see chapter 40 for additional guidance on the acquisition of aircraft.
 - 10) Water craft are normally not associated with fire fighting, therefore justify why this item would be needed.
 - 11) In the case of breathing apparatus, justification statements must specify that equipment will be certified by qualified technicians as being safe for use before being assigned to fire departments.

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12. Receipt Requirements

- a) Within 30 days of the MILSTRIP date, the property must be receipted in FEPMIS.
- b) In order to keep from having to assign multiple Property Numbers to large quantities of items that have a low dollar value or are expendable/consumable, receipt the item as one lot in FEPMIS. In the additional description, indicate how many pieces were authorized on the MILSTRIP and maintain a separate list of where the items have been assigned and attach to the original DD 1348-1A. Complete the Receipt in FEPMIS after the item has been identified. See the examples below:

DTID & Desc	Qty received	Qty issued	Recipient	Qty available
H9FD01 8023 1234	200	40	Rome VFD	160
		25	Paris VFD	135
Blankets		50	Berlin VFD	85
		75	London VFD	10
		10	Madrid VFD	0
		200		
H9FD01 8036 0001	185	30	Apple VFD	155
		25	Orange VFD	130
Fire Hose		50	Pear VFD	80
		60	Grape VFD	20

		20	Cherry VFD	0
		185		
H9FD01 8051				
0012	75	10	Walnut VFD	65
		2	Acorn VFD	63
Nozzles		8	Pecan VFD	55
			Hazelnut	
		14	VFD	41
			Almond	
		20	VFD	21

- c) 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.
- d) Justification for any discrepancies from the ordering document must be noted by the receipting official.

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13. Identification of Property

- a) Within 30 days of the property receipt, the property must be identified in FEPMIS.
- b) The following information will be entered in the appropriate field:
- 1) Quantity received.
 - 2) Unit of issue.
 - 3) FSC.
 - 4) FEPP Type.
 - 5) Additional Description; enter description to clearly identify the item.
 - 6) Property number; any State number to identify the property as FFP.
 - 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) NSN
 - 14) Rolling stock attributes: Vehicle license number, mileage/hours, fuel type, number of cylinders and transmission type.
- c) In order to keep from having to assign multiple Property Numbers to large quantities of items that have a low dollar value or are expendable/consumable, receipt the item as one lot in FEPMIS. Keep a separate document attached to the original DD 1348-1A indicating where property items were assigned.
- d) Aircraft acquired from the military should list both the military serial number (bureau number) and the manufacturer's serial number.

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14. Safety

- a) The military may declare items as excess to their needs when an item has been determined to be unsafe or no longer meets military standards related to personal safety.

- b) Screeners should be aware of the safety issue to ensure the item will not affect the personal safety of Users/Recipients; i.e. breathing apparatus, air tanks, and turnout gear; ensure items acquired do not pose health hazards.
- c) The Disposition Service will often ask Screeners 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.

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15. Title to FFP Property

- a) For Demil code A and Non-Sensitive Q items that do not require demilitarization, transfer of title is authorized to Recipient upon taking possession of the equipment.
 - 1) After FFP has been used for firefighting or emergency services for a minimum of one (1) year, the item may be transferred, cannibalized for usable parts, sold, donated, or scrapped.
 - 2) Title may be transferred to any U.S. citizen or entity.
 - 3) All costs related to transfer or disposal of the property item will be borne by the Recipient of the property.
 - 4) 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, scrapped, bartered, exchanged, or traded.
- b) For Demil B and Sensitive Q items that require special handling, title will be issued if appropriate State procedures and controls are incorporated into the MOA between the USDA Forest Service and the State Agency. All subsequent Users/Recipients must be aware of and agree to provide appropriate controls as outlined below:
 - 1) Identify and track item in FEPMIS until authorized disposal.
 - 2) When an item is no longer needed, un-repairable or usable, the Recipient will agree to one of the following disposal methods:
 - a. The Recipient may opt to not receive title; instead the Recipient will agree to return the item to the Disposition Services site. The Disposition Services site will not charge for return/turn-in processing of the asset but the Recipient is responsible for transportation of the asset to the Disposition Services site.
 - b. If item is in usable/repairable condition, the property may be transferred to another FFP authorized participant.
 - c. The Recipient will render the item unusable and destroy it beyond use. The PMO will provide the guidelines on the mutilation.
 - 1. The State Agency will certify the mutilation was completed according to the guidance provided by the PMO.
 - 2. The Forest Service will verify mutilation was completed.
 - 3. The property item can only be sold for its value in scrap metal content.
 - 4. Title will be retained at the State Agency level and marked "invalid" when the item has been disposed of as scrap metal.
 - 5. Title will be attached to the acquisition document and retained for 6 years 3 months after final disposal.

- c) Ownership of aircraft remains vested in the DoD and may only be requested for State Agency use. When no longer needed or usable, aircraft will be returned to the Disposition Services site where originally issued. The cost of transfer or return will be borne by the State Agency.

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16. SF-97 - Certificate to Obtain Title to a Vehicle

- a) An SF-97, Certificate to Obtain Title to a Vehicle, must be requested and will be issued by the Disposition Services site when FSGs 23, 24, 38, 39, and 42 items have had a MILSTRIP authorization.
- b) Ownership will be issued to the State Agency or an authorized FFP participant.
- c) Title shall not be issued to an individual but rather to the Firefighting or Emergency Service entity.
- d) The State Agency is responsible for notifying the Disposition Services site what information is to appear on the SF-97 by preparing and providing to the Disposition Services site a SF-97 Request Form within 48 hours of the MILSTRIP being authorized. [Enclosure 9](#)
- e) To avoid errors in the preparation of the SF-97, it is suggested that the State Agency provide the Disposition Services office all the information that is needed on the form. Complete the Vehicle 97 Request form and provide it to the Disposition Services office when submitting the SF-97 Request Form. [Enclosure 10](#)

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17. Cooperative State Screening

State forestry agencies are encouraged to cooperate with each other to the maximum extent possible. States can screen property for one another, pick up for each other, and alert other States when usable property is available. The receiving State must complete the receipt and identification of property in FEPMIS. Cooperative efforts maximize effectiveness, reduce costs, and ultimately make more property available.

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18. Acquisition Not on PMO Approved MILSTRIP

- a) Property officers at Federal installations will occasionally release items that 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 SOP.
- b) Any differences in quantity should be noted on the signed and dated receipt copy.

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19. Overseas Acquisitions

You may request FFP from locations overseas, the State requesting this type of property is responsible for shipping arrangements and charges.

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Chapter 20 - MANAGEMENT OF FFP

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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 the purpose of fire protection and emergency service to such activities that perform these functions. Through a Memorandum of Agreement, 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 delegation will be furnished to the USDA Forest Service PMO. [Enclosure 2](#)
- c) The Accountable Officer must make sure the integrity of the FFP program is intact through internal controls.

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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 Demil and Sensitive items as required ensuring all property items are physically viewed and documented in FEPMIS.
 - 2) **Document Retention:** The State Agency will keep the following documentation on file and available for Reviews and Audits for 6 years and 3 months. Retention period begins October 1 each year.
 - a. DD 1348-1A

- b. FEPMIS receipt – this could be a transaction report run for a set time frame, i.e. daily, weekly or monthly.
 - c. Shipping Document with Users/Recipients signature – generated in FEPMIS when the property is assigned to a Station.
 - d. If an item is part of a lot, prepare a disposition document showing where the property went and the quantity assigned.
 - e. Copy of SF-97 if title was issued.
 - f. Additional documentation will be retained for sensitive items:
 - 1. Demilitarization Statement.
 - 2. Vehicle Title if the item has been demilitarized by the Recipient.
 - 3. Mutilation documentation for items that have been demilitarized by the Recipient.
 - 4. Disposal documentation if an item has been transferred to another authorized FFP participant prior to the one year of use or if the item has been returned to a Disposition Services site.
- 3) **New Accountable Officer:** When a new State AO (Accountable Officer) has been assigned, the Federal excess property inventory must be reconciled by the new AO. An Inventory Certification is required. The former AO remains accountable for the property until the accountability is accepted by another.
- 4) **State Reviews and Audits:** The Accountable Officer is encouraged to have State reviews and audits and to participate with the USDA Forest Service in Forest Service reviews.

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3. Training

- a) State and Federal managers should assure themselves that personnel who manage or otherwise work with FFP are properly trained and have a current copy of the USDA Forest Service Standard Operating Procedures as well as any State Handbook or instructions.
- b) Regional meetings and National Workshops provide training periodically. Attending these meetings are encouraged.
- c) Training requests for new employees should be made to the PMO.
- d) Guidance on how to Search and Order 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 “Milstrip Requisitioning Slide Show.

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4. Inventory Requirements

- a) The USDA Forest Service and the State Forestry Agency has a special privilege in its management of FFP for fire protection. In order to continue to exercise this authority, the USDA Forest Service and Accountable Officers need to maintain the integrity of the program to minimize criticism from competing agencies.
- b) Effectiveness of overall management depends on the accuracy and compatibility of physical assets and related records. Therefore physical inventories must be conducted at least biennially (more often if need be) on Demil or Sensitive FFP to assure the continued correlation between assets and records and to spot system errors that could cause lost or improperly disposed of items.
- c) Physical inventories verify the accuracy of any locator records and FEPMIS should be reconciled promptly on the basis of physical inventories. Discrepancies noted during the course of taking a physical inventory will be corrected prior to proceeding with additional inventories.

- d) Demil and Sensitive FFP will be identified with a State assigned property number.
- e) Demil and Sensitive FFP and will be identified, located and inventoried in FEPMIS until final disposition. Guidance on the process for conducting annual physical inventory for Demil and Sensitive items can be found in [Enclosure 11](#).
 - 1) Each person who participates in the inventory must sign and date a State Cooperators Inventory Training Certificate prior to beginning the inventory. [Enclosure 11a](#)
- f) Non-sensitive or non-Demil property acquired through the FFP program will be identified and located in FEPMIS from acquisition until one (1) year after the item has been placed into service in a fire related program.
- g) 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, property description, quantity of items issued, recipient, and current stock quantity.
- h) Timing and method of physical inventories, and the subsequent reconciliation should be set by written State policy and must conform to USDA Forest Service regulations.
- i) Records in support of inventories and actions directly affecting inventories such as location surveys, receipts, denials, and so on must be readily available to facilitate inventory recounts, analysis, and research required by letters of investigation and reports of survey.
- j) Lost, stolen, or items disposed of without USDA Forest Service approval will require an investigation with a subsequent police report and may result in the State Agency being declared ineligible for future acquisitions in the FFP program.
- k) Inventory Certifications will be done after the completion of the annual inventory, the Accountable Officer is required to sign and return the certification to the USDA Forest Service when the Accountable Officer has determined that the inventory is complete and accurate. The Inventory Certification will be generated in FEPMIS and presented to the Accountable Officers for signature.
- l) Accountability will be exercised through physical inventories, training, reviews, disciplinary action, equipment maintenance, identification tags, and recordkeeping.

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5. Identification of Property

All FFP will be assigned a state property number upon receipt and identification in FEPMIS. Property numbers or the Requisition Number must be affixed or annotated in indelible/permanent marker to each piece of non-expendable FFP in a visible area. Items of a consumable nature do not need to be identified upon assignment unless the item is warehoused and will be issued out in smaller quantities than the amount received and identified.

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6. Protection, Maintenance and Appearance

- a) The Accountable Officer shall require all FFP 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 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. Such decisions should be based on specific needs and thoroughly documented.

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7. Modification

- a) Most of the equipment used in this program was not originally manufactured for wildland fire protection. FFP may be modified for fire protection purposes. Organizations such as the National Fire Protection Association (NFPA) and the Roscommon Equipment Center (REC) may also be able to give advice on FFP modification.
- b) FFP may also be modified by vocational-technical schools, fire organizations, inmate crews, and commercial contractors. In these cases, ensure that no "trades" involving FFP for work are involved.

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8. Clothing

Acquire only clothing that is fire-protective. The PMO must be satisfied that the clothing will directly support the state fire program. The PMO shall reject the justification statement in writing before disapproving the transfer document.

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9. Audit Trail

- a) One of the important aspects in managing the FFP program is the development and maintenance of a complete "audit trail." This involves documentation of every step in the acquisition and assignment; and for Demil or Sensitive FFP disposal documentation. The use of electronic forms and faxing of forms is permissible.
- b) The documentation process should begin when a MILSTRIP is generated. Maintain a suspense file to hold copies of all MILSTRIPS.
- c) Upon identification of the property in FEPMIS, a Receipt Transaction Report should be generated to verify receipts to MILSTRIPS. Place this report in a suspense receipt file.
- d) Shipping document/Assignment Letter may be attached to the MILSTRIP or placed in a separate file.
- e) For items that have not been placed into service within two (2) years of receipt, a DD 1348-1A form will be attached to the MILSTRIP showing the item was returned to a Disposition Services site.
- f) Proof that item has been placed into service may be attached to the MILSTRIP or placed in a separate file. Email notification, dated photos or signed and dated hand written statements may be used as proof of use.
- g) For items that have been placed into service but have not been used for one (1) year due to unexpected circumstances, i.e. accidents or mechanical failures uneconomical to repair, an Accident Report or a Mechanic's statement will be attached to the MILSTRIP.
- h) Demil and Sensitive property items require an Asset File at the State Agency office and the USDA Forest Service Regional/Area office for each item. The asset file will include:
 - 1) The MILSTRIP.
 - 2) Property Identification/receipt.
 - 3) FEPMIS Shipping Document or Assignment Letter.

- 4) Proof of use showing date item was placed into service.
 - 5) Request for Disposal.
 - 6) PMO approval for Disposal.
 - 7) Form DD 1348-1A if item was returned to a Disposition Services site, a Certified/Verified Mutilation document and the sale document of the scrap residue of the item. If the item was transferred to another FFP participant outside of the State Agency, the transfer documentation will be included in the asset file and copies of the documentation in the file will be forwarded to the State Agency who accepted the transfer.
- i) When disposal is completed and requirements have been met, documents should be filed with other documents related to a specific piece of property and maintained in accordance Documentation guidelines established in this SOP.

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10. FFP Parts on Non-FFP Equipment

Using FFP parts to repair non-FFP fire equipment is an acceptable practice. 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.

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11. Subscription or Membership Fire Departments

- a) Fire departments raise and supplement their revenue in a variety of ways. Subscription fire departments agree to protect a particular property after payment of a subscription fee. Those unwilling or unable to pay the fee are sometimes left unprotected. Subscription fire departments have been known to put out a fire for a nonmember and then bill them.
- b) Subscription fire departments have left us with a dilemma. On the one hand, they are within their rights to withhold their services, but on the other hand, Federal property and Federal funds are for the benefit of all citizens. Fire departments accepting FFP equipment should be strongly encouraged to protect the entire community in a nondiscriminatory manner. This should work to the benefit of all, in reducing fire insurance premiums and providing good community relations. This program is subject to criticism if our equipment is on restricted service.
- c) Some subscription fire departments are for-profit operations. With this in mind, FFP should not be subsidizing free enterprise by issuing FFP to any fire department that uses it to make a profit; for example, by leasing or contracting their primary equipment to the State or USDA Forest Service for a profit while using FFP to "cover" their protection responsibilities.

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12. Negligence with FFP

- a) When FFP is lost, damaged, or stolen, a determination is required whether there was negligence on the part of an authorized recipient. The Accountable Officer shall make a recommendation to the USDA Forest Service Regional/Area office PMO whether or not there was negligence or gross negligence.
- b) **Negligence:** The failure to abide by Federal rules and regulations.
 - 1) Repeated instances of negligent damage to FFP by employees of any State Agency, Recipient/User of FFP may be cause for the USDA Forest Service to suspend further acquisitions by the State for

that entity until the reasons for the negligence are identified and steps taken to prevent further instances.

- c) Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FFP property in one's custody in reckless disregard of the consequences of the actions.
 - 1) If the PMO determines that there is apparent gross negligence on the part of a State employee, Recipient or a User of FFP, the findings plus all supporting documentation shall be forwarded by the PMO to the National FFP Program Officer in the Washington Office for a final determination.
 - 2) If the final determination is one of gross negligence, the State Agency shall be suspended from acquiring any additional FFP items for 6 months.
 - 3) A second case of Gross Negligence will cause the State Agency from participating in the FFP program indefinitely.
- d) Agreements between the State and local fire departments or other entities for the issuance of property should address issues of negligence and gross negligence, taking into account the USDA Forest Service policy above.
- e) A USDA Forest Service finding of gross negligence should not be the basis of State action against a State employee.
- f) States shall not be held liable for loss or damage resulting from criminal activity on the part of any State employee unless State actions contributed to the situation.

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13. Safety

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

14. Availability of Parts

There are several commercial sources of parts for military equipment, primarily vehicles listed on the Roscommon Equipment Centers website: <http://www.roscommonequipmentcenter.com/>.

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15. Insurance Coverage for FFP

- a) Cooperative agreements between the State and fire districts require that liability insurance be carried. Methods of insuring FFP vehicles include:
 - 1) The State Agency insures all FFP vehicles and bills individual users (districts) for their vehicles.
 - 2) Insure FFP vehicles under a county-wide policy.

- 3) Insurance provided by Risk Management Divisions within the state that offers insurance to State-operated vehicles and sometimes to fire districts or departments.
- 4) Through Firefighter organizations that offer insurance to fire organizations.

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Chapter 30 - DISPOSAL

Contents

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1. Need for Disposal

- a) Demil A and Non-Sensitive Demil B and Q FFP that has been placed into service and used for a minimum of one year does not need to be reported to the USDA Forest Service for disposal.
- b) Demil A and Non-Sensitive Demil B and Q property that has not been used for firefighting or emergency services for a minimum of one year must be reported to the USDA Forest Service for disposal authorization and requirements.
- c) Demil Required C, D, and F and Sensitive B and Q property require special disposal procedures.

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2. Disposal Authority

- a) Demil A and Non-Sensitive Demil B and Q property does not need to be reported to the USDA Forest Service for disposal if it has been placed in service for a minimum of one (1) year. Property may be transferred, sold, donated, exchanged, or traded when no longer needed or uneconomical to repair.
 - 1) Receipts from the sale may be collected by the State Agency or the authorized FFP Recipient.
- b) Demil A and Non-Sensitive Demil B and Q property that has not been used for firefighting or emergency services for a minimum of one year must be reported to the USDA Forest Service for disposal authorization.
 - 1) Create a Change of Status in FEPMIS for the item number ensuring all property information is accurate and up to date.
 - a. Provide reason for the Change of Status request.
 - b. The PMO will select the AD 112 form if the request is approved. [Enclosure 12](#)
 - 2) Provide supporting documentation on why the item needs disposal prior to the one year of use. Possible documentation to include;
 - 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 Chief explaining why the item cannot be placed into service.

- 3) The PMO will determine if the item is to be returned to the Disposition Services site or if the Recipient/User can dispose of the item.
 - a. If the item must be returned to a Disposition Services site, the PMO will close the AD 112 in FEPMIS and instruct the FEPP Manager to prepare a turn-in document (DD 1348-1A).
[Enclosure 13](#)
 1. The State will schedule an appointment at the nearest Disposition Services site at their earliest convenience. The State is responsible with the transportation costs incurred to return the item to the Disposition Services site.
 2. When the item is returned to the Disposition Services site, the receiver will sign the DD1348-1A indicating the date the property item was returned to them. A copy of this form will be placed in the State Agency Asset file and a copy will be sent to the USDA Forest Service Regional/Area office for their files.
 3. When the PMO receives the disposal copy they will remove the property item from the States FFP inventory.
 - b. Authorization must be given in writing to the Recipient/User to dispose of the item, the following methods of disposal are authorized:
 1. Cannibalization for usable parts
 2. Sale
 3. Exchange/Trade
- c) All Demil and Sensitive FFP requires written approval of the State Agency and the USDA Forest Service PMO for disposal. One of the following methods of disposal will be authorized:
 - 1) Transfer to another FFP participant
 - 2) Return to a Dispositions Services site
 - 3) Total Destruction

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3. Transfer

- a) Only usable or repairable property may be transferred.
- b) FFP may be transferred to another authorized FFP Recipient/User within their state.
 - 1) Reassign the property in FEPMIS to the new Recipient.
 - 2) Ensure the Recipient is aware of the inventory requirements and disposal restrictions.
 - 3) The Recipient/User will sign the Shipping Document that is generated in FEPMIS.
 - 4) Place a copy of the Shipping Document in the File Folder and send a copy to the FS Regional Office.
- c) FFP may be transferred to another authorized FFP Recipient/User within the USDA Forest Service.
 - 1) The FEPP Manager will create a change of status in FEPMIS and identify the State Agency that would like to acquire the item.
 - 2) If the PMO's in each Forestry Regional Office approves the transfer, the PMO with current management responsibilities will relocate the property to the new state in FEPMIS.
 - 3) The gaining FEPP Manager will reassign the item to the new Recipient/User and ensure they are aware of the inventory and disposal restrictions.
 - 4) The Recipient/User will sign the Shipping Document that is generated in FEPMIS.
 - 5) The previous FEPP Manager will supply the new FEPP Manager with copies of all supporting documentation for the item.

- 6) The previous PMO will supply the gaining PMO copies of all supporting documentation for the item.

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4. Return to DoD

- a) Demil C, D, or F property must be returned to the DoD.
- b) Sensitive property in any condition may be returned to the nearest Disposition Services site at no charge to the State Agency.
- c) In FEPMIS, the State Agency will create a change of status when they would like to return an item to the DoD.
- d) Once the PMO approves the return in FEPMIS, the FFP Manager will be directed to create a DD1348-1A. [Enclosure 13](#).
- e) The FEPP Manager will schedule an appointment with the Disposition Services site that they would like to return the property to.
- f) When the item is returned to the Disposition Services site, the receiver will sign the DD1348-1A indicating the date the property item was returned to them. A copy of this form will be placed in the State Agency Asset file and a copy will be sent to the USDA Forest Service Regional/Area office for their files.
- g) When the PMO receives the disposal copy they will remove the property item from the States FFP inventory.

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5. Total Destruction

NOTE: DEMIL C, D, and F are not applicable to this section. This direction is provided for Sensitive B and Q items.

- a) The State Agency may request to perform the mutilation of Sensitive property items rather than return the item to DoD. The USDA Forest Service makes the final determination on permitting the State Agency to perform the mutilation.
- b) Destruction of Aircraft is not permissible and all aircraft will be returned to the DoD.
- c) The FEPP Manager will create a change of status in FEPMIS and request that the State Agency perform the mutilation and total destruction of the item.
- d) The PMO, if in agreement, will approve the change of status and provide the state agency with the mutilation documentation and the instructions on how to perform the total destruction. [Enclosure 14](#)
- e) The State Agency will take before pictures of the item and then perform the mutilation according to the instructions provided.
 - 1) A State employee who is familiar with the item that is being destroyed will witness the destruction and “Certify” (printed name, signature and date) on the mutilation document that the item was destroyed according to the regulations provided by the PMO.
 - 2) A Federal employee who is familiar with the item that is being destroyed will view the item that has been destroyed and “Verify” (printed name, signature and date) on the mutilation document that the item was destroyed according to the regulations on the mutilation document.
- f) Once the mutilation has been completed, Verified and Certified, the State Agency will take pictures of the residue. Copies of the before and after pictures will be sent to the USDA Forest Service Regional/Area office.

- g) The PMO will prepare an authorization for scrap sale and forward to the State Agency. The scrap may then be offered as scrap metal for sale to a local scrap dealer with the following statement:

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

- h) Once authorized by the USDA Forest Service, property may be sold. Receipts from the sale may be collected by the State Agency or the authorized FFP Recipient. [Enclosure 15](#) and [Enclosure 16](#)
- i) After the item has been sold and removed from the Users/Recipients custody, the State Agency will provide a copy of the signed and dated Scrap Sale document to the USDA Forest Service Regional/Area office and the PMO will remove the property from the State Agencies FFP inventory.

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6. Disposal of Property with Special Handling Requirements

- a) The following categories of personal property have special handling requirements associated with disposition:
- 1) Dangerous or unsafe property must either be rendered unserviceable or have adequate safeguards provided before disposition; i.e. rafts or boats that aren't seaworthy, SCBA tanks that require inspection, FSCAP.
 - 2) Hazardous materials must be disposed of in accordance with current EPA and State regulations; i.e. Freon, oils or lubricants, fuels.
 - 3) Mattresses or bedding must be disposed of in accordance with State laws and health regulations.
- b) If there is a question, contact your nearest USDA Forest Service Regional/Area Office.

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Chapter 40 - FFP AIRCRAFT

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Chapter 50 - FFP REVIEWS

Contents

Purpose of Reviews

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Composition of Review Teams

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1. Purpose of Reviews

- a) The USDA Forest Service is authorized to 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 DoD 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 DoD has authorized the management of FFP to the USDA Forest Service, identifying shortfalls on the part of the USDA Forest Service is an important component of the review process.
- b) 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.
- c) 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.

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2. Frequency of Reviews

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

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3. Composition of Review Teams

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

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4. Pre-work

- a) Before visiting State offices, the following information should be gathered:
- 1) What is the chain of command in the State for the acquisition, assignment, and disposal of FFP? Specify names, titles, and span of authority.
 - 2) Who has screening authority? List names, duty stations, and expiration dates of screeners' cards. Estimate the percentage of the total acquisition each screener accomplishes. How do screeners know what to freeze?
 - 3) Once the property is acquired, which entity is responsible for the rehabilitation? If local fire departments bear that responsibility, how does the State ensure that the process is completed?
 - 4) Once the property is acquired, how is it assigned? If there is a formal process, document it. If there is not, explain why. In either case, comment on the functionality of the process.
 - 5) Obtain a current USDA Forest Service property inventory. Randomly select 10 percent of the inventoried items. Ascertain the current location of these items. Determine the method for reviewing them: 1) physical inspection by the review team; 2) physical inspection by State disinterested party; 3) physical inspection by USDA Forest Service disinterested party; 4) inventory form to be certified by the custodian, with random physical inspection by one of the above parties. **NOTE:** In consultation with the other responsible USDA Forest Service Staffs, a percentage other than 10 percent may be chosen. The reasons should be documented.
 - 6) Select a reasonable number of [Shipping Documents](#) (no fewer than 10) to track through the audit trail in the State offices to the physical item. No more than half of these transfer documents should refer to items selected above.
 - 7) When was the last physical inventory conducted by the State? Does it reasonably reflect an actual physical inventory rather than merely paperwork reconciliation or a casual certification? Were the resulting updates accomplished by USDA Forest Service property management? What was the status of the 10-percent items (Item 5, above) as of this inventory?
 - 8) Establish the review itinerary. Plan to visit as many of the 10-percent sample as is possible. Once site visits are established, ascertain other property assigned there by the State.

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5. Format

- a) The review documentation shall be in the following format. Comments and commendations should be added where appropriate. [Enclosure 17](#)
- 1) Review team participants' names and titles.
 - 2) Description of the scope and impact of the FFP program on the state's fire program.
 - 3) Itinerary
 - 4) Complete the [Program Review Summary](#). Any "NO" response requires an action item and a written plan to make corrections. If the plan is not followed, the USDA Forest Service should consider suspending new acquisitions until the situation is corrected.
 - 5) Attach a narrative explaining each "NO" response.
 - 6) With the State, complete an action plan. Each "NO" item must be addressed.
- b) At a minimum, Action Plans will include the following:
- 1) Item list identification
 - 2) Scope of concern
 - 3) Action required
 - 4) Responsible party

5) Due date

- c) Closure should normally require no more than 6 months. The review may not be closed out until all actions have been completed and documented. Failure by the State to complete action items may be grounds for suspension of program. Failure by the USDA Forest Service to complete action items may be grounds for disciplinary action.

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6. Review Results

- a) Results will be provided within thirty (30) days to the State Accountable Officer and the USDA Forest Service National FEPP Manager.
- b) Loss of Demil or Sensitive FFP property will result in a Failed Review.
- c) If a State fails a Program Review, it will be verbally notified by the PMO that their operations have been temporarily suspended. A written report will be provided to the State within fourteen (14) days.
 - 1) The State or Territory will have twenty-one (21) days to draft a Corrective Action Plan for approval/disapproval by the PMO. The State has ninety (90) days to implement an approved Corrective Action Plan. Failure to properly execute the Corrective Action Plan may result in a termination from the FFP program.
 - 2) If a State fails to correct identified deficiencies within one (1) year, the USDA Forest Service will permanently suspend their operations.
 - a. The State will bear all expenses related to the turn-in to the nearest Disposition Services site, the transfer to an approved Federal or State Agency or disposal of all excess DoD personal property obtained under the cooperative the MOA between the USDA Forest Service and the State Agency if the program is permanently suspended.
 - 3) The USDA Forest Service will provide guidance, recommendations and support to correct any deficiencies in the State Agencies program.

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Chapter 60 - FORMS

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Source of Forms
 FFP Forms and Reports
 Acquisition Forms
 Management and Use Forms
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1. Source of Forms

Forms are electronically generated in FEPMIS or at the Disposition Services site. Most forms applicable to the acquisition, disposal, use, and management of FFP will be displayed in Appendix A of this guide.

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2. FFP Forms and Reports

Various forms are required in the FFP program, from acquisition to management and use, to disposal. Some forms serve two or more functions, but most are designed to fill one particular need in the program. Information on these forms follows.

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3. Acquisition Forms

- a) **DRMS 103, Screeners Tally Request to Freeze Excess/Surplus Property** - Used to record all pertinent information needed to freeze property and prepare the MILSTRIP. [Sample 1](#)
- b) **DD-1348-1A, Single Line Item Release/Receipt Form.** – Used by DoD to issue or receipt property within Disposition Services. [Sample 2](#)

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4. Management and Use Forms

- a) **Shipping Document** - Used to document the issuance of FFP to Users/Recipients of property. This form is generated in FEPMIS when a property item has been assigned. [Sample 3](#)
- b) **Inventory Worksheet** – Used when conducting inventory of tracked FFP. This form is generated in FEPMIS. [Sample 4](#)
- c) **AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property** – Used as title implies; supporting documentation would be included with the AD-112. [Enclosure 12](#). Supporting documentation may include:
 - 1) A police report for lost or stolen items.
 - 2) An accident or mechanics report for items destroyed, damaged or rendered unserviceable due to an accident.
 - 3) A mechanics report for items that are uneconomical to repair.

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5. Disposal Forms

- a) **DD-1348-1, Single Line Item Release/Receipt Form.** – Used by DoD to issue or receipt property within Disposition Services. [Sample 2](#)
- b) **Mutilation Certificate** – Used to authorize the mutilation of Sensitive items. [Enclosure 14](#)
- c) **Scrap Metal Sale Contractors Agreement Form** – Used to sell authorized scrap metal. [Enclosure 16](#)

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Chapter 70 – PURCHASING

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Chapter 80 – Miscellaneous Aids

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Demil Codes

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1. Demil Codes

- 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

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2. Condition Codes

- a) **Supply condition codes** are defined as follows:
- 1) A - Serviceable-Issuable without Qualification; New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions
 - 2) B – Serviceable-Issuable with Qualification; New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
 - 3) C – Serviceable – Priority Issue; Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset.

- 4) D – Serviceable – Test/Modification; Serviceable material which requires test, alteration, modification, conversion or disassembly.
- 5) E – Unserviceable-Limited Restoration; Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
- 6) F – Unserviceable-Repairable; Economically repairable material which requires repair, overhaul, or reconditioning.
- 7) G – Unserviceable-Incomplete; Material requiring additional parts or components to complete the end item prior to issue.
- 8) H – Unserviceable-Condemned; Material which has been determined to be unserviceable and does not meet the repair criteria; includes condemned items, material that has passed expiration date and material that has passed the expiration date and cannot be extended.
- 9) S – Unserviceable-Scrap

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

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

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3. Department of Defense Special Programs

- a) **Civil Air Patrol (CAP) Program** - CAP is the official auxiliary of the USAF and is eligible to receive excess and FEPP without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements. The CAP must return unneeded property to a Disposition Service.
- b) **Contractors (DDCON) Program** - The Military Service/Defense Agency Management Control Activity (MCA) is authorized to withdraw specific excess personal property from Disposition Service's for use as GFM/Government Furnished Equipment (GFE) to support officially stated contractual requirements per the DoD 4000.25-1-M.
- c) **Computers for Learning Program (CFL)** - This program allows for the transfer of excess DoD computer hardware to eligible elementary and secondary schools within the United States. This program is based upon Executive Order 12999.
- d) **DoD or Service Museums (DDSM)** - 10 USC 2572 or 40 USC 481 and DoD 4160-21 M, Chapter 5 provide for DRMS issues of DoD excess for museum use, display, or exchange. Currently, DoD or service museums may acquire items for housekeeping purposes only. Moratorium for other items has not been removed.
- e) **Firefighting Property (FFP)** – Property transferred from the Department of Defense to a firefighting or emergency service agency to be put into use for fire or emergency services.
- f) **Foreign Military Sales (FMS/Grant Aid) Program** - DRMS conducts the sale of excess defense articles to authorized foreign governments. Property is issued free with the receiving Countries paying for PC&H. DRMS is reimbursed for administration costs only. This program is overseen and directed by the Defense Security Assistance Agency (DSAA) for the Under Secretary of Defense for International Affairs.

- g) Humanitarian Assistance Program (HAP)** - As provided by Title 10, Section 2547 of the Defense Authorization Act DRMS provides DoD excess property, as coordinated through Defense Security Cooperation Agency, Office of Humanitarian & Refugee Affairs; consisting of items of a humanitarian assistance nature, and distributed to needy third world countries.
- h) Law Enforcement Support Office (LESO)** - The National Defense Authorization Act for 1997 created a program under Section 1033 allowing the transfer of excess Department of Defense (DoD) property to law enforcement agencies for use in counter-drug activities. The Law Enforcement Support Office (LESO) Program, managed by the Defense Logistics Agency, transfers needed equipment to federal and state law enforcement agencies, while simultaneously providing the military services one of several outlets for their excess property.
- i) Military Affiliate Radio System (MARS) Program** - MARS operates under the command jurisdiction of the Military Services and is an integral of the DoD communication system. The Military Services responsible for MARS are authorized to requisition excess and FEPP through their respective accountable officers.
- j) Morale, Welfare, Recreation Activities (MWRAs)/Services Program** - May requisition excess and FEPP through the servicing Accountable Officer or from the MWRAs/Services Accountable Officer if the MWRAs/Services has a DoDAAC on file with DAAS. Items requisitioned from Disposition Service shall be for administrative and other purposes from which no direct benefits will be realized by individuals.
- k) National Guard Units Program** - Issues to National Guard units must have the approval of the National Guard Bureau or the U.S. Property and Fiscal Officer (USP&FO), or their authorized representative, for the State in which the National Guard unit is located.
- l) Senior Reserve Officer Training Corps (ROTC) Units Program** - Senior ROTC units of the military services may obtain excess and FEPP from Disposition Service's to support supplemental proficiency training programs. Issues must be approved by the installation commander, or designee, normally responsible for providing logistical support to the instructor group. Issues shall be made to the accountable officer of the school concerned.

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Chapter 90 - TRAINING

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Policy
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Types of Training
Training Materials

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1. Objective

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

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2. Policy

It is the policy of the USDA Forest Service to encourage and provide training to employees described above. The policy shall be to use USDA Forest Service and State employees as much as possible to provide training, but when necessary use employees from Disposition Services and other agencies.

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3. Responsibility

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

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4. New Personnel

New personnel assigned to the FFP program seldom come with a property management background. Reduce the learning time and the number of problems by conducting formal and informal training. Time invested in training reduces the time required later in resolving legal and administrative concerns.

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5. Types of Training

- a) Training for the FFP program is available at workshops conducted by the USDA Forest Service and States, from FEPP and FFP reviews, and national workshops and conferences.

- 1) **Functional Training** - USDA Forest Service and State trainers should conduct formal functional training as needed to ensure that personnel are adequately prepared for their role.
- 2) **Workshops** - Accountable Officers and USDA Forest Service Regional/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, Disposition Services, and DoD regulations.
- 3) **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.

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6. 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.

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1. Sample FFP Cooperative Agreement

Note: This Agreement is not intended to be used as a template. All agreements should be processed through the State Agency and USDA Forest Service Regional/Area office prior to signature.

Cooperative Agreement Between
USDA Forest Service, _____ (enter Region name)
And State of _____ (enter state name, Department/Division)
For Use of
Firefighter Property
In The Cooperative Fire Protection Program

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

WHEREAS, the STATE meets the requirements of the Department of Defense (DoD) Firefighting Property, hereinafter referred to as FFP, program authorized under 10 U.S.C. 2476b. The STATE desires to cooperate with the FOREST SERVICE in the furtherance of objectives of the Secretary of Defense which makes provisions for cooperators to obtain excess DoD property for the purpose of firefighting which can be effectively used by State, local governments, private organizations, recognized Indian Tribes, or individuals that become users of said property, and;

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

WHEREAS, the FOREST SERVICE has the authority to approve the acquisition and management procedures of FFP that will be used for fire protection and emergency services.

NOW, THEREFORE, in consideration of the above, the parties hereto mutually agree as follows:

THE STATE SHALL:

1. Request ownership of FFP to authorized state or local governments, private organizations, recognized Indian Tribes, or individuals that become users of said property.
2. Administer, account for, use and dispose of FFP in accordance with FOREST SERVICE and applicable Federal regulations, handbooks or other written direction. Currently, the regulations are published in the Federal Property Management Regulation (FMR 101-102), the Defense Material Disposition Manual (DoD 4160.21-M), and the Defense Demilitarization Manual (DRMS-I 4160.14). These regulations are summarized in the FFP Standard Operating Procedures. However, the statutes and regulations take precedence over the Standard Operating Procedures, which are published as guidance, not binding regulation. The regulations are amended from time to time and the STATE agrees to comply with current and future amended regulations.
3. Establish controls necessary to account for, manage, use, and dispose of said property, which is further assigned to other local cooperators or users in accordance with the Standard Operating Procedures. The Federal Excess Property Management Information System (FEPMIS) meets this requirement.
4. Perform physical inventory of demilitarization required FFP and reconcile to property accounting records at least once every two years or as requested by the Forest Service Property Management Officer.
5. Provide access to and the right to examine all records, books, papers, or documents relating to the DoD firefighting property to the FOREST SERVICE and the DoD, including their Comptroller Office of Inspector General, and the Comptroller General of the United States or their authorized representatives. This requirement shall also apply to all other recipients, including local governments, private organizations, recognized Indian Tribes, or individuals who become the users of said property. This provision shall be incorporated into any agreement by the STATE with all other users.

THE FOREST SERVICE SHALL:

1. Provide the STATE with the Standard Operating Procedures, manuals or publications, and any subsequent changes and instructions relating to the Firefighter Property program. These materials may also be provided via the Internet.
2. Provide guidance and direction to the STATE in the management and disposal of FFP.
3. Maintain adequate records necessary to control FFP as defined in the Standard Operating Procedures.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT:

1. This agreement will be governed by OMB Circular No. A-87, Cost Principles for State, Local and Indian Tribal Governments, and audit requirements under OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.
2. The State may gain ownership of FFP at its discretion, as long as program requirements are met.
3. Nothing herein shall be construed as obligating the FOREST SERVICE or the DoD to expend funds or as involving the United States in any contract or other obligations for the future payment of money in excess of appropriations authorized by law and administratively allocated for this work.
4. This agreement shall be effective upon execution by the parties hereto and remain in effect for a maximum of five (5) years from the time of execution, unless terminated by either party in writing.
5. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the STATE shall be ineligible to continue participation in the FFP program. Upon termination of this agreement all demilitarization required FFP acquired by the STATE shall be returned to the Department of Defense, Distribution Services center. Prior to terminating a STATE's eligibility for cause, the FOREST SERVICE shall attempt alternative resolutions.
6. Designated STATE and Federal parties to this program will perform joint reviews to assure compliance with the DoD Firefighter Property program Standard Operating Procedures and other applicable statutes and regulations, and to recommend changes to improve the program or to bring it into compliance with program and property management requirements.
7. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by the parties, prior to any changes being performed.
8. Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552.)
9. This instrument in no way restricts the Forest Service or the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
10. The principal contacts for this instrument are:

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

11. The cooperator shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to: (a) Title VI of the Civil Rights act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posted in primary and secondary recipient/cooperator offices, at the public service delivery contact point and included, in full, on all materials regarding such recipients'/cooperators' programs that are produced by the recipients/cooperators for public information, public education, or public distribution:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the text, that "This institution is an equal opportunity provider."

12. AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

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

(Accountable Officer Name) Date
(Accountable Officer Title)

(Regional Forester name) Date
Regional Forester, USDA Forest Service

cc: Fire and Aviation Management/WO

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2. Sample Appointment 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.

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

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

Tom Jones, Fire Coordinator

Wayne Newton, FEPP Manager

Dean Martin, Administration Assistant

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

Julia Roberts, Fire Supervisor

Richard Gere, Bureau Chief

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

John Travolta, Accounting Technician

Sandra Bolluck, Administration Assistant

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

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

Signature Date

(Insert Accountable Officers Signature Block here)

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3. Demilitarization Statement

Demilitarization Statement

Property Number: _____

Description: _____

Serial Number: _____

Manufacturer/Make/Mode: _____

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

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

As the representative of a firefighting agency, I _____ agree to accept responsibility for the
_____ Fire Department.

Printed Name: _____ Date: _____

Title: _____

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4. Demilitarization Statement for Gamma Goats and HMMWVs

Demilitarization Statement for Gamma Goats and HMMWVs

Property Number: _____

Description: _____

Serial Number: _____

Manufacturer/Make/Model: _____

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

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

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

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

_____ Fire Department.

Printed Name: _____ Date: _____

Title: _____

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5. 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

	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							

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6. Request to Screen and Remove Property

STATE AGENCY TO REQUEST AUTHORIZATION TO SCREEN AND REMOVE FFP PROPERTY

Use your State letterhead here **Date**

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

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

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

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

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

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

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

Signature of your State Forester or delegate and Date
Printed name and title of Signatory

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

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7. PMO Approval to Screen and Remove Property

FFP SCREENER'S AND REMOVAL OF PROPERTY AUTHORIZATION

Use your regional letterhead

Date

TO: MEMORANDUM FOR DISTRIBUTION SERVICES LIST CITY NAME HERE

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

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

1. Reference:

- a. DoD 4160.21-M, Chapter 5, Para B and G.
- b. Memorandum, enter the date that you signed the MOA with the State Forester agreeing to acquire DoD property, subject: Designation of Accountable Officer
- c. Memorandum, (see attachment for sample), enter the date that the State Forester signed the Request Authorization (Enclosure 7) appointing screeners, signatories, and DoD property removal. Authorization to Authenticate DD Form 1348-1A and appoint persons to Reserve, Screen, and for Direct Removal of property from Distribution Services.

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

DODAAC:

SUPPLEMENTARY ADDRESS CODE:

ACTIVITY:

ADDRESS:

PHONE NUMBER:

FAX NUMBER:

1. NAME: _____ SIGNATURE: _____

2. NAME: _____ SIGNATURE: _____

3. NAME: _____ SIGNATURE: _____

4. NAME: _____ SIGNATURE: _____

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

PMO SIGNATURE and DATE

PMO PRINTED NAME AND TITLE

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8. Letter of Authorization to Remove Property

Letter of Authorization to Remove

DATE:

TO: (Enter Disposition Services Site Name and address)

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

I, (List person who is on the Authorization letter in [Enclosure 7](#)) _____
the

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

remove the below listed requisitions on my behalf.

Extent of Authority: To remove property.

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

LIST ITEM(S) by Requisition Number:

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9. SF-97 Request Form

**DoD FIREFIGHTER PROGRAM
SF 97 US GOVERNMENT CERTIFICATE
TO OBTAIN TITLE TO A VEHICLE
CUSTOMER IDENTIFICATION NOTICE**

The following has been cleared through the DoD Firefighter Program DoD and USDA FS program management offices as of June 8, 2006.

When issuing FSG 23, 24, 38, 39, and 42 that have commercial application to DoD Firefighter Program (DoDAAC H9FD01) USDA FS FEPP Managers will fill in the blanks below notifying DRMO personnel of the SF97 recipient (**if different than the State Forestry Office printed on the DD Form 1348-1A**).

The USDA FS FEPP Manager has **48 hours** from the USDA FS PMO allocation period to provide this information. Fax or email to appropriate DRMO. When in doubt, telephone the DRMO Reutilization POC.

DRMO Staff will attach a copy of the Form to the DD Form 1348-1A to be placed in the DRMO historical files.

USDA FS FEPP MANAGER WILL FILL IN THE FOLLOWING:

REQUISITION NUMBER: H9FD01 - _____ - _____

DISPOSAL TURN-IN DOCUMENT NUMBER: _____

NATIONAL STOCK NUMBER: _____

NOMENCLATURE: _____

QUANTITY: _____

NAME and ADDRESS of RECIPIENT:

USDA FEPP MANAGER'S NAME: _____

USDA FEPP MANAGER'S SIGNATURE: _____

DATE: _____

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10. Vehicle 97 Request Information

Vehicle 97 Request Form

Note: All fields must be completed!

Vehicle Id No (VIN):

Year of Manufacture:

Make of Vehicle:

Series or Model:

Body Style:

Fuel Type:

Cylinders:

Weight:

GVWR

Transferee Address:

Requisition Number

DTID:

Mileage:

Requestors Name: _____ Date: _____

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11. State Inventory Instructions

Firefighter Property (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 annually 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.

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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

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12. Blank AD-112

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

AD-112 (Rev. 3/94)

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13. Instructions for Preparing a DD Form 1348-1A

DDForm1348-1A

Using Excel to Create a Disposal Turn-In Document



I. Opening the 1348 short Excel form

From the web page <https://www.drms.dla.mil/turn-in/usable/documentation-usable.shtml> the following choices are available just click to open. These files use macros these will need to be enabled after opening the file for drop down options to be usable.

1. [Original 1348 Short Form \(.xls\)](#) [1348 Short Form per MIL-STD-129 \(.xls\)](#)
Basic information required for your turn-in document.

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II. Adding the 3 of 9 Barcode Font to a computer

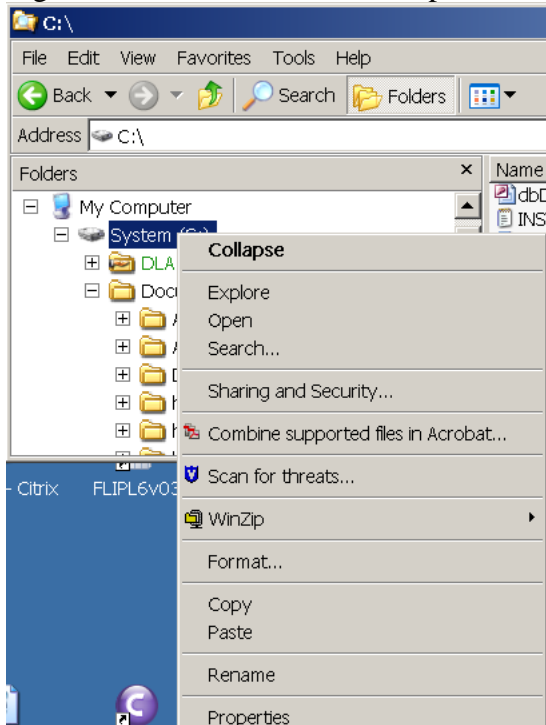
COPY THE BARCODE FONT TO YOUR COMPUTER

1. Right click on the 3of 9 font below, copy and paste in your computer.

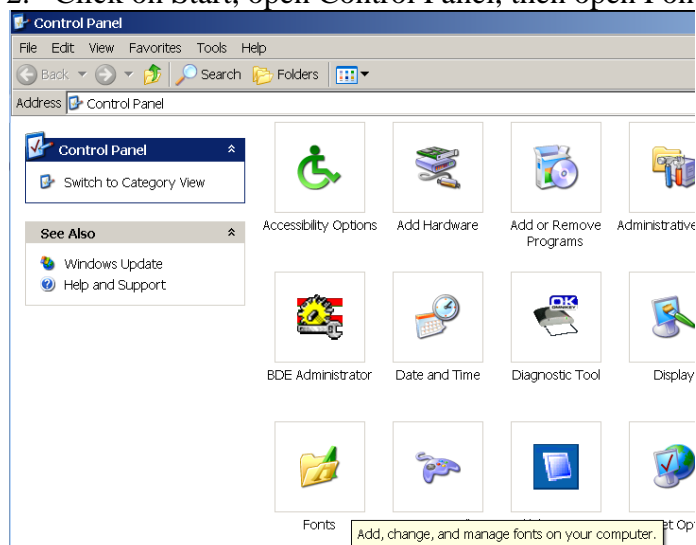


3of9.ttf

1. Right Click on Start, Click on Explore, and Click on C: drive then paste this font file in the c:\ folder.



2. Click on Start, open Control Panel, then open Fonts folder

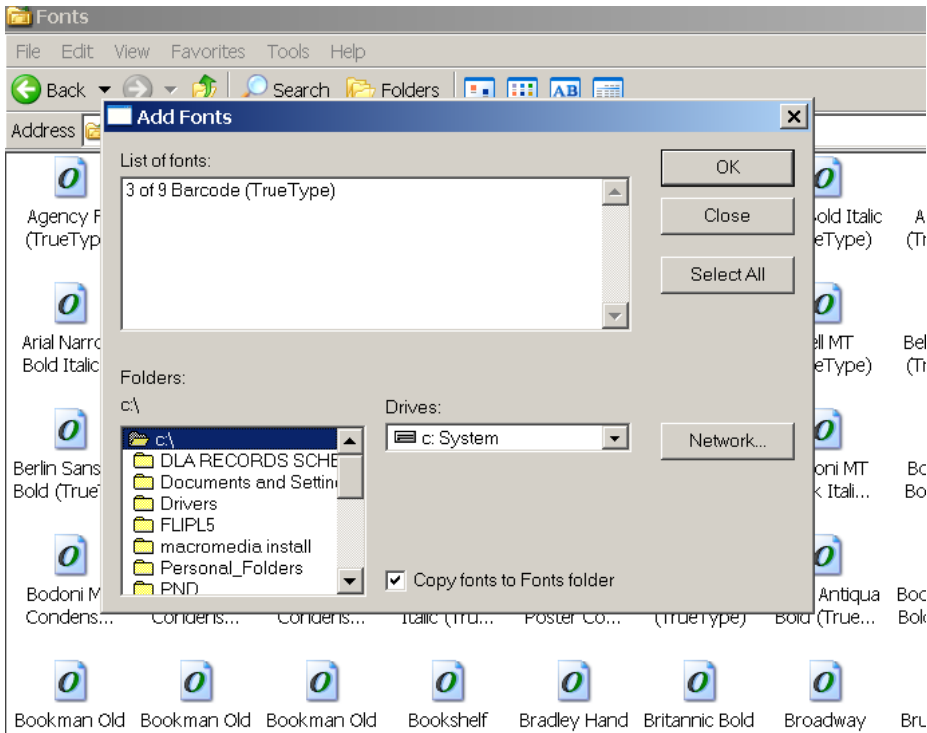


3. Click on File, Install New Font

4. You may need to click on the C:\ folder for the 3 of 9 Barcode to appear.

5. Highlight the file and click on OK.

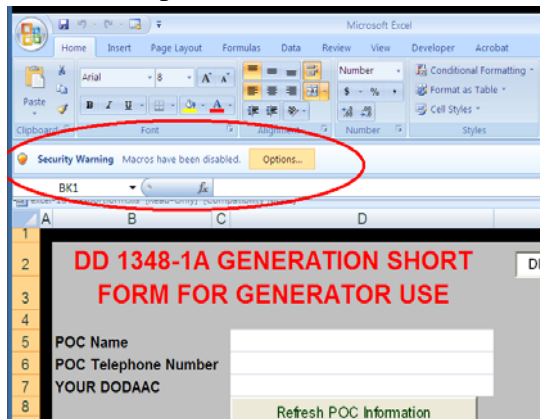
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6. The font is now installed in you Font folder.

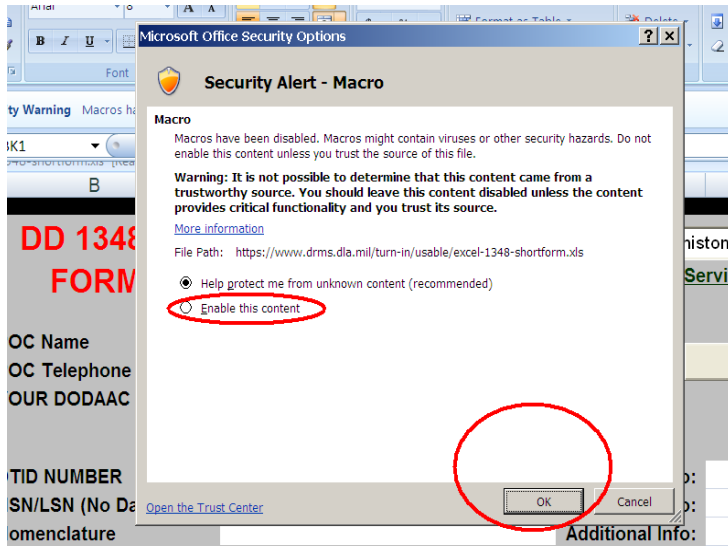
III. Enabling Macros when using Microsoft Excel 2007

1. A Security warning will display that the file uses Macros. These Macros enable the drop down options.
2. Select the Options tab



3. Next select Enable this content and select OK.

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4. After enabling Macros the drop down options will be usable.
5. Type in generic data and Save this new file to your desk top as a blank file. Save completed turn-in files in a folder using the DTID number as the files name you may also want to add the NSN or noun.

DTID: Example

C:\DTIDS for 2009\W91ATB92350001.xls

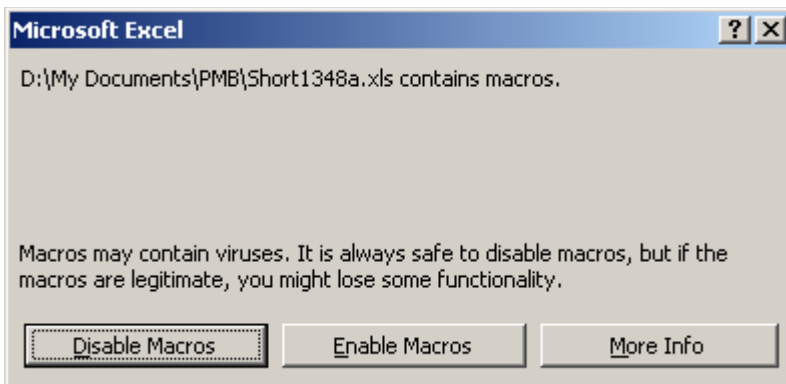
DTID-NSN: Example

C:\DTIDS for 2009\W91ATB92350001-7021004564451.xls

DTID-NSN-NOUN: Example

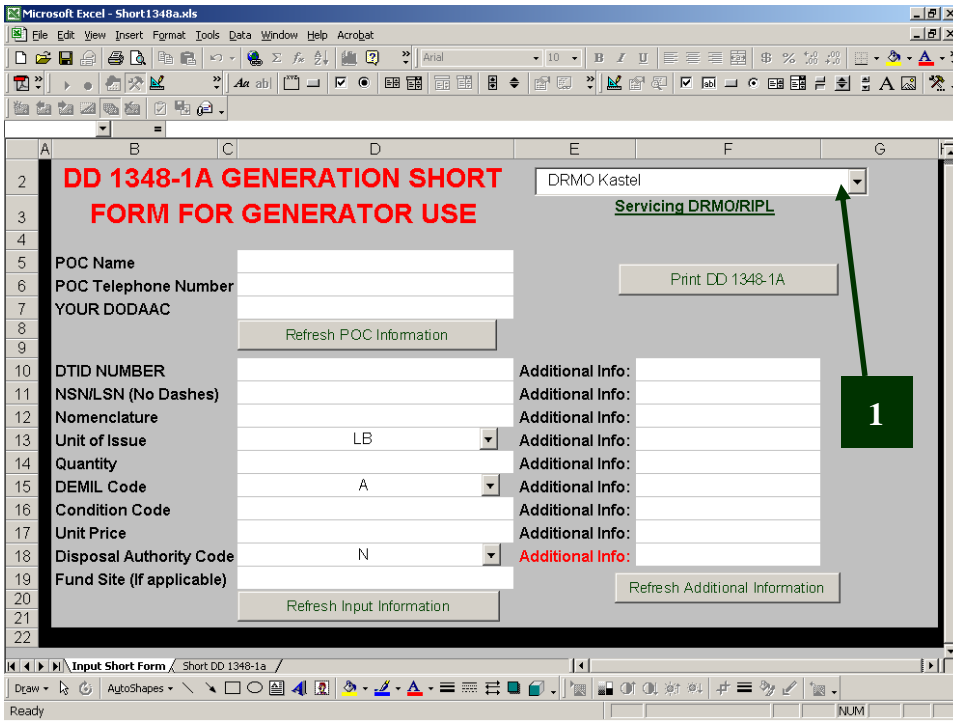
C:\DTIDS for 2009\W91ATB92350001-7021004564451-COMPUTERMODUAL.xls

IV. Enabling Macros when using Microsoft Excel 2003

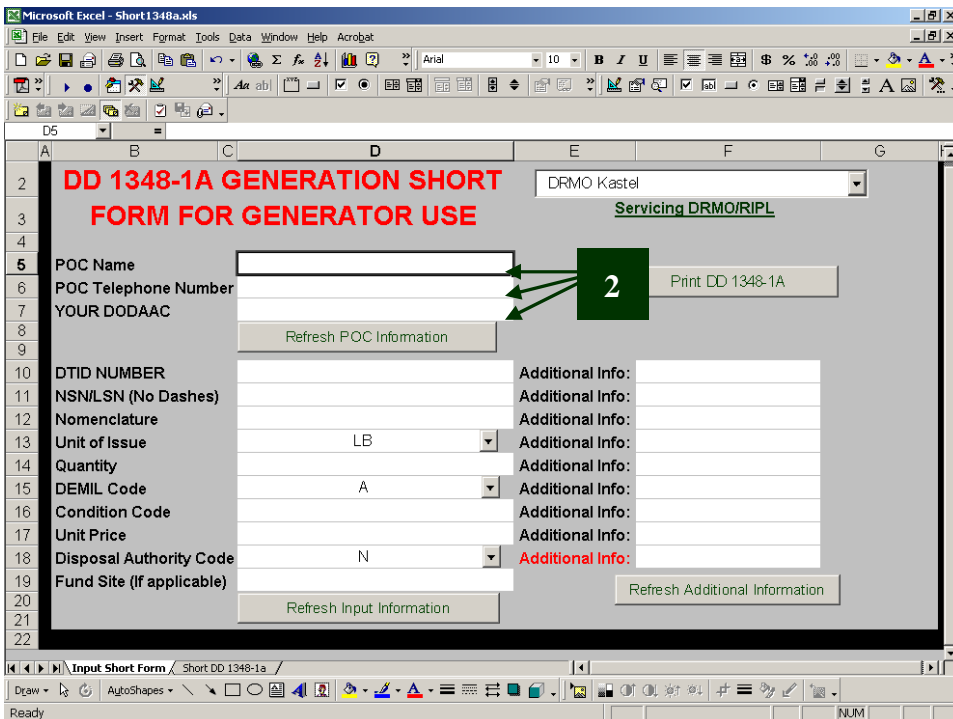


When you first open the program you will be prompted with this menu. Choose Enable Macros.

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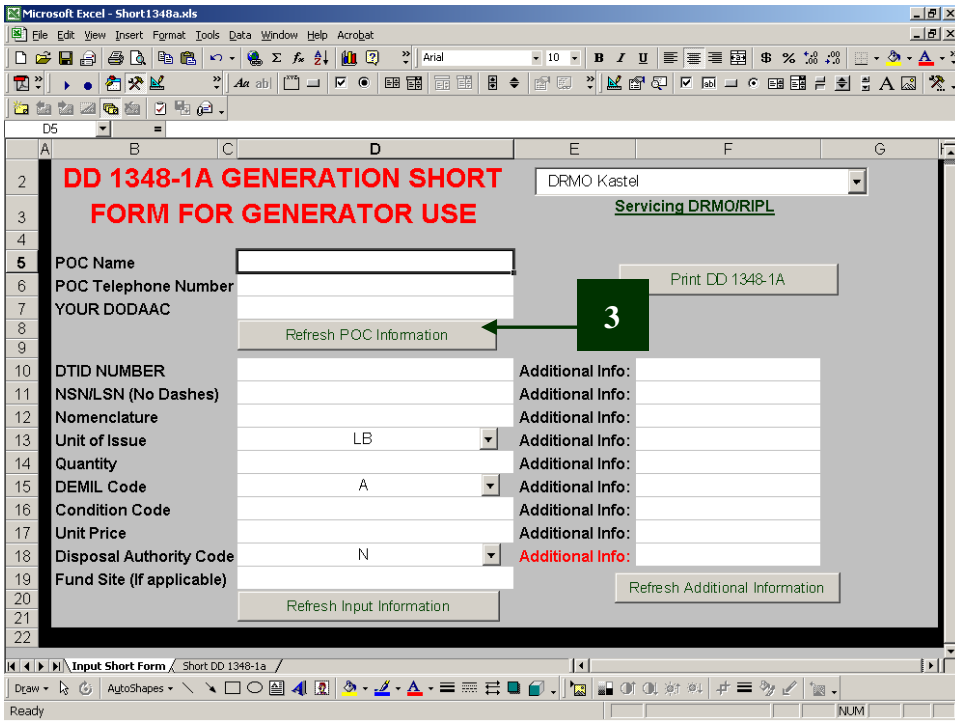


1. The input form will appear. The first block of information that you will need to choose is which servicing DRMO you will be delivering the property to. A drop down box will appear with all participating DRMOs (1).

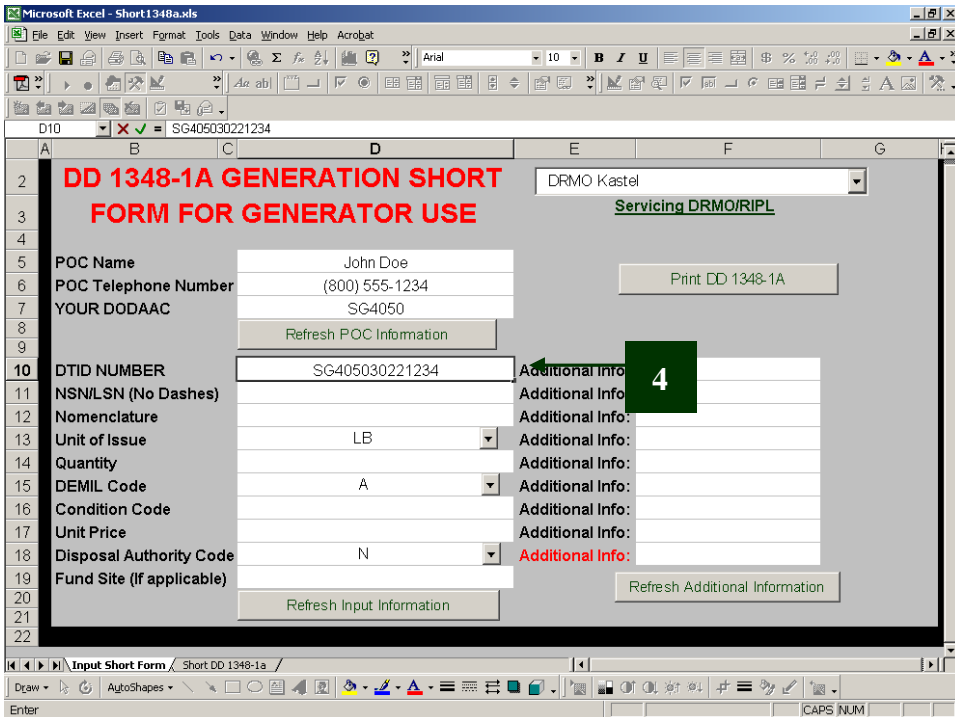


2. The next step is to place the mouse cursor on the POC Block and click once. Make sure your CAP Locks are on. This will make the printable document easier to read. Once you type in the POC name hit Enter (Do not use the Tab key in this program, only use your mouse and enter key). Now type in your telephone number, () and – are allowed and then press Enter. Next input your 6 digits DODAAC and press Enter.

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3. The Refresh POC Information button (3) will refresh all the POC fields.



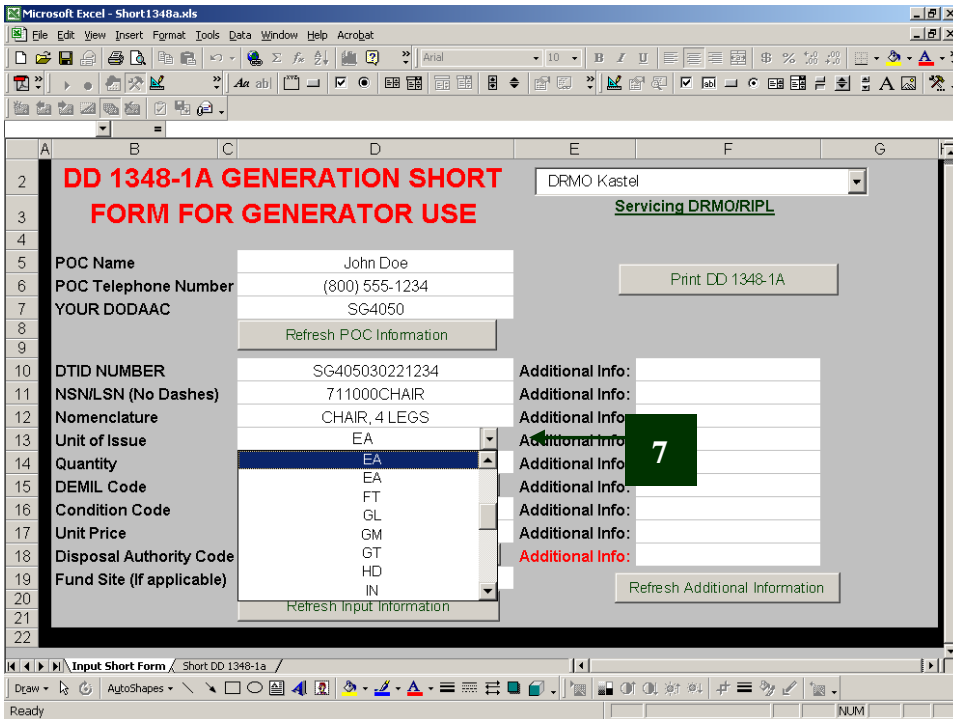
4. Place your mouse cursor or hit Enter until you have the DTID NUMBER field highlighted. Enter in your 14-digit Disposal Turn In Document (DTID) number. The number consists of your 6 digit DoDAAC, 4 digit Julian Date and 4 digit serial number assigned by you. Do not use dashes. Once DTID is completed, press Enter.

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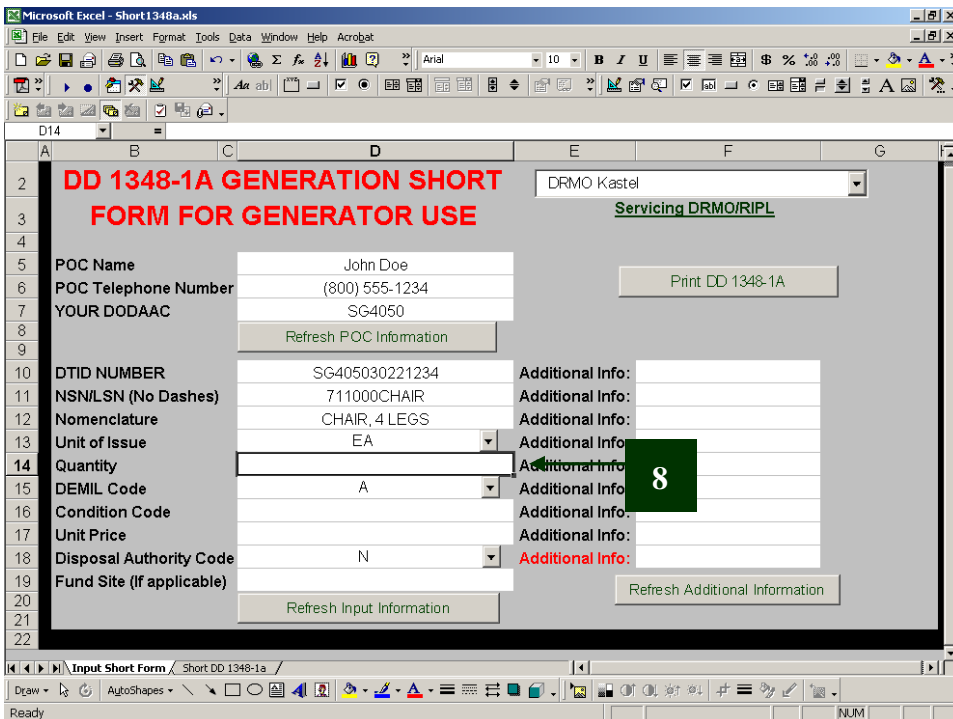
5. Input your National Stock Number (NSN) or Local Stock Number (LSN) without dashes (5) and press Enter. All efforts to obtain a valid NSN should be made prior to using an LSN.

6. Input the Nomenclature (6) for the item and press Enter. Please use as descriptive of Nomenclature as possible.

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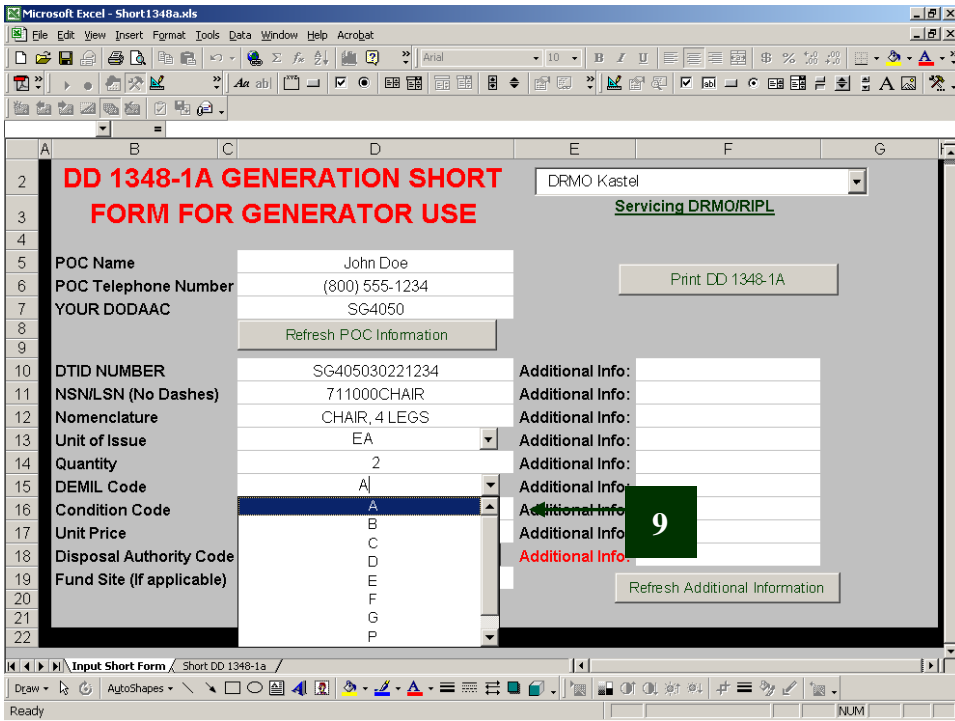


7. A drop down box will appear when you click on the arrow. You will be able to choose the proper Unit of Issue (7). You can select by using the mouse or using the arrow keys to select. Once you have selected press Enter.

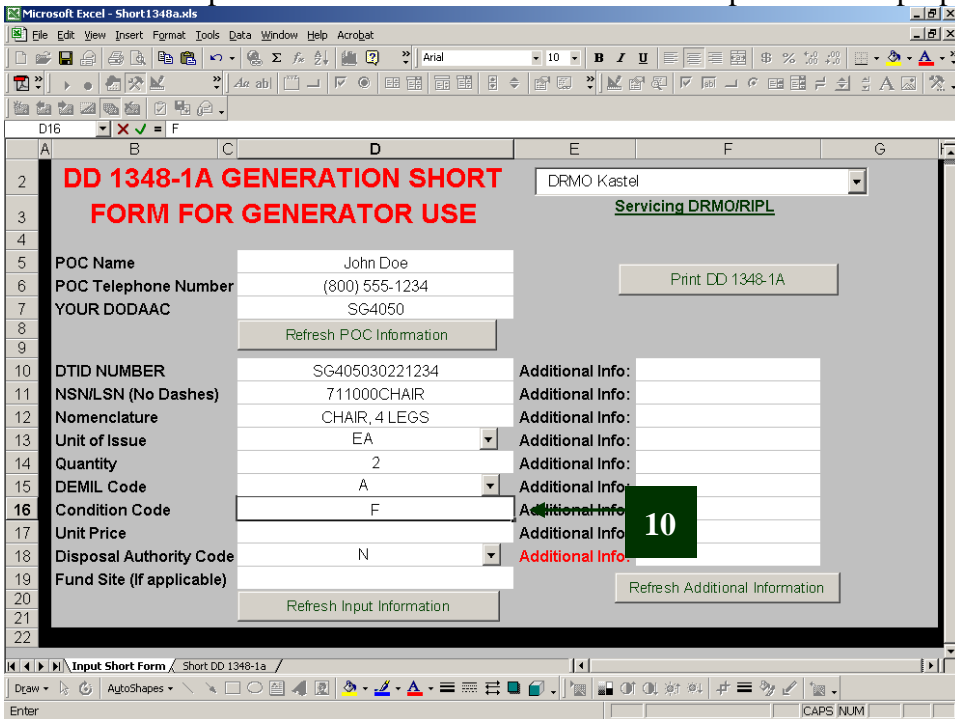


8. You must place the mouse cursor on the Quantity field and click once to continue. Input the Quantity (8) of your item and press Enter.

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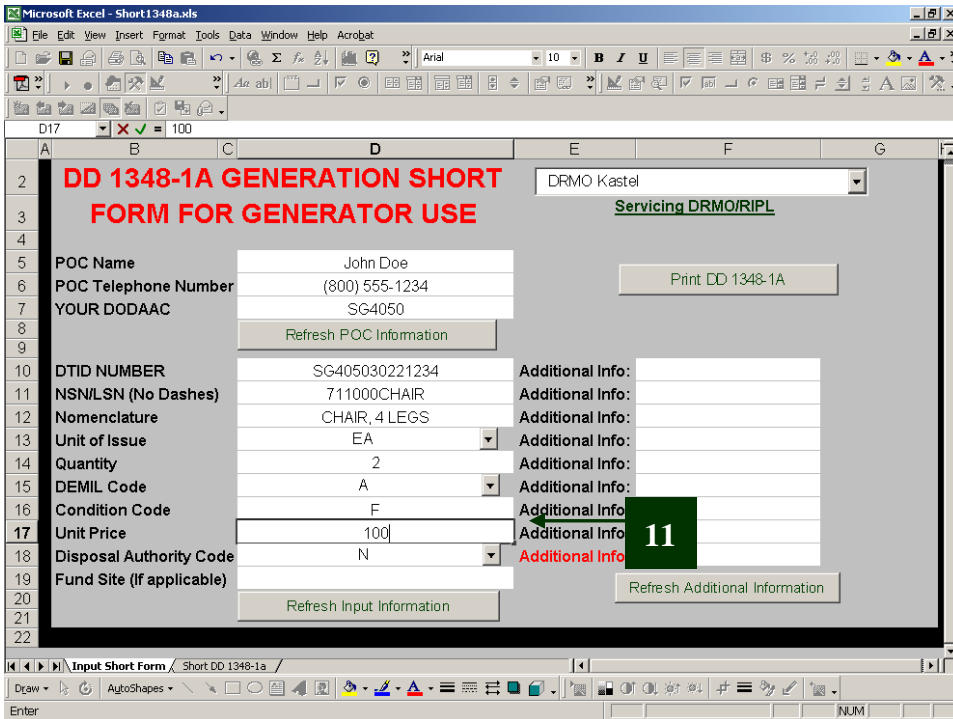


- A drop down box will appear when you click on the arrow. You will be able to choose the proper DEMIL Code (9). You can select by using the mouse or using the arrow keys to select. Once you have selected press Enter. Note: DRMOs cannot accept DEMIL P property.

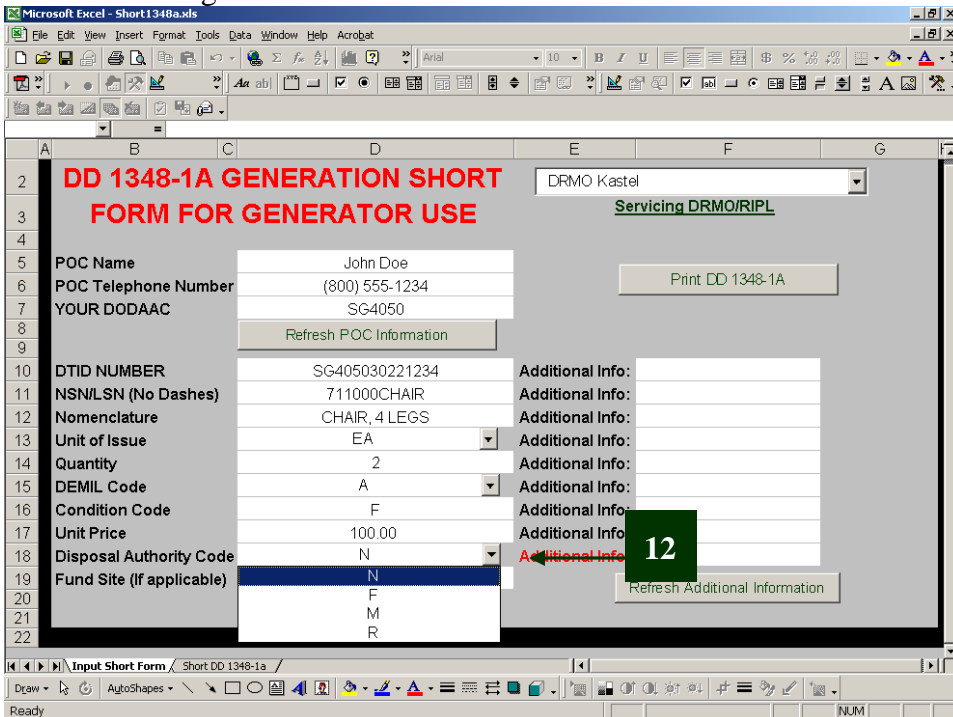


- You must place the mouse cursor on the Condition Code field and click once to continue. Input the Condition Code (10) of your item and press Enter. It is the customer's responsibility to provide a proper Condition of the property.

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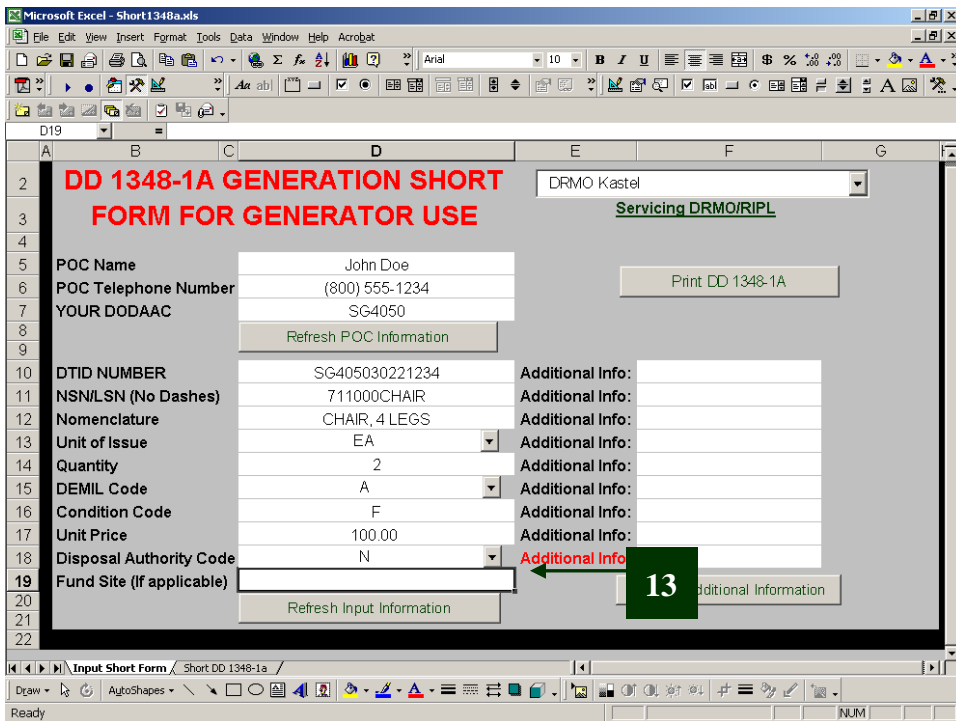


11. Input the Unit Price (11) for the item and press Enter. If the price is a round figure you do not have to input the cents, the program will reflect the dollar value. If necessary add the cents, but do not add the dollar sign.

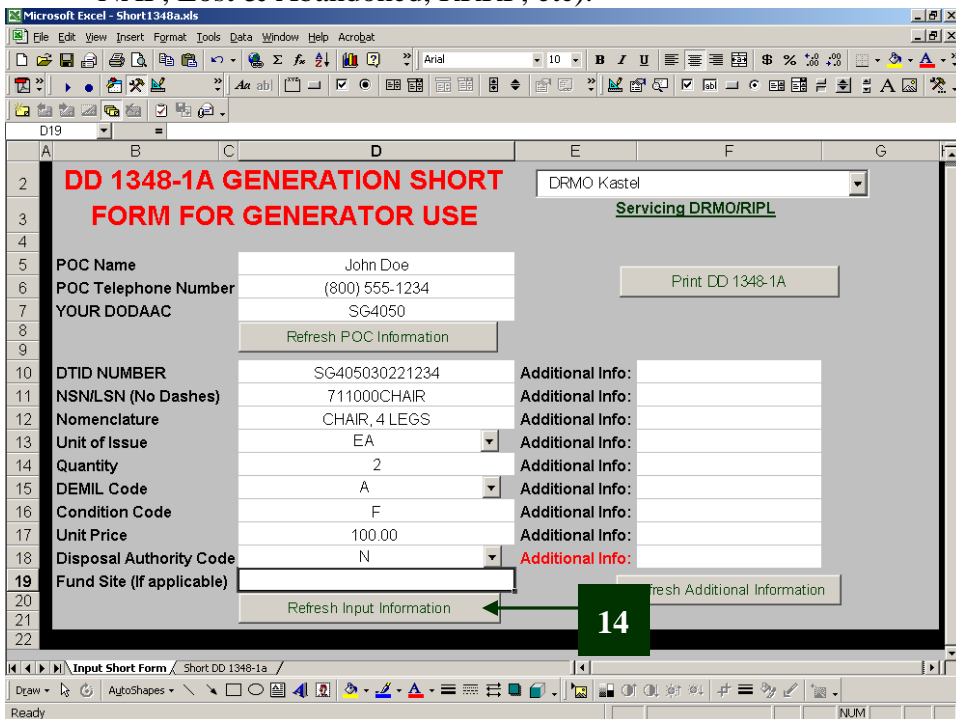


12. A drop down box will appear when you click on the arrow. You will be able to choose the proper Disposal Authority Code (12). You can select by using the mouse or using the arrow keys to select. Once you have selected press Enter.

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13. You must place the mouse cursor on the Fund Site field (if applicable) and click once to continue. Input the Fund Site (13) and press Enter. It is the customer’s responsibility to provide a proper Fund Site (i.e. NAF, Lost & Abandoned, RRRP, etc).



14. The Refresh Input Information button (14) will refresh all the required document fields.

15. If your item has Additional Information (i.e.. Serial Numbers (ADPE) , Model, etc...). The **Additional Info** in red has enough space for 180 characters. This will allow for any type of statement (i.e.. ADPE, DEMIL, etc..) Check with your DRMO local for what statements might apply.

16. The Refresh Additional Information button (16) will refresh all the Additional Information fields.

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DD 1348-1A GENERATION SHORT FORM FOR GENERATOR USE

DRMO Kastel
Servicing DRMO/RIPL

POC Name: John Doe
 POC Telephone Number: (800) 555-1234
 YOUR DODAAC: SG4050
 Refresh POC Information

DTID NUMBER: SG405030221234
 NSN/LSN (No Dashes): 711000CHAIR
 Nomenclature: CHAIR, 4 LEGS
 Unit of Issue: EA
 Quantity: 2
 DEMIL Code: A
 Condition Code: F
 Unit Price: 100.00
 Disposal Authority Code: N
 Fund Site (If applicable):
 Refresh Input Information

Additional Info:
 Additional Info:
 Additional Info:
 Additional Info:
 Additional Info:
 Additional Info:
 Additional Info:
 Refresh Additional Information

Print DD 1348-1A

17. If all of the fields have been completed, you can now press the Print DD 1348-1A (17) button. This will print a 1 page copy with 2 DD 1348-1a documents on the page. (See Attachment 1)

SG4050 DRMO Kastel

SG405030221234
 711000CHAIR
 CHAIR, 4 LEGS
 2
 A
 F
 100.00
 N

POINT OF CONTACT
 JOHN DOE
 TELEPHONE NUMBER
 (800) 555-1234

SG4050 DRMO Kastel

SG405030221234
 711000CHAIR
 CHAIR, 4 LEGS
 2
 A
 F
 100.00
 N

POINT OF CONTACT
 JOHN DOE
 TELEPHONE NUMBER
 (800) 555-1234

(ATTACHMENT 1)

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14. Mutilation Certificate

FFP MUTILATION CERTIFICATE

Report Number: _____

NSN: _____

Serial Number: _____

Property Number: _____

Quantity: _____

Unit of Issue: _____

Location of Property: _____

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

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

(Printed name and signature)

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

(Printed name and signature)

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

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15. Scrap Metal Sale Authorization

Use your regional office letter head

File Code: 3120

Date:

Place state agency FEPP Manager and address information here.

Dear **Mr. Smith:**

The following items are authorized for local scrap sale.

Agency Report#:

Nomenclature:

Property Number:

Serial Number:

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

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

Sincerely,

PMO's name here

Property Management Officer

Cc: Disposal Files

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16. Scrap Metal Sale Contractors Agreement Form

CONTRACTOR: (NAME) _____

(ADDRESS) _____

(PHONE NUMBER) _____

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

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

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

SIGNATURE

DATE

Cc: **Place the POC info here.**

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17. Review Format

Fire Fighter Property Review

Date of Review

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

List State Forestry Name

USDA Forest Service

List FS Regional Office

Fire and Aviation

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I. 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.

II. 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.

III. 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)

IV. 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).

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V. 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.)

VI. 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).

VII. 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).

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VIII. 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?	
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 for one year after the item has been placed into service?	
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 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 FS approve disposals prior to the State agency returning items to DoD or mutilating Sensitive items?	
15. Are disposal DD1348-1A filed and retained according to FS requirements?	
Data Entry:	
16. Have all MILSTRIPs been identified and receipted in FEPMIS?	
17. Is the State receipting acquired FFP with accurate and complete information in FEPMIS?	
18. Were the selected Shipping/issue documentation/audit trails complete, including the internal transfers?	
19. Is the State ensuring Demil and Sensitive FFP property is identified and tracked in FEPMIS?	
20. Is the State verifying the date property has been placed into service?	
21. Is FFP tracked for at a minimum of one year after being placed into service?	
Items Viewed:	
22. Are Cooperative agreements current, with signatures that are still valid?	
23. Were all items found?	
24. Were items selected found in the expected locations?	
25. Were the items inspected properly maintained and stored?	
26. Is modification done properly and safely?	
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 Demil and Sensitive FFP?	
30. Is rehabilitation being accomplished in a timely manner?	
Disposal:	
31. Does the State have a formal disposal process for Demil and Sensitive FFP?	
32. Are FFP items that have not been placed into service within 2 years being returned to the nearest 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?	

IX. 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.)

X. 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)	

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XI. FINDINGS AND RECOMMENDATIONS:

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

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

1. **Finding:** (Give a clear and concise statement on what the finding was.)
Recommendation: (Identify what needs to be done to fix the problem that was identified.)

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

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

2. **Finding:** (Give a clear and concise statement on what the finding was.)
Recommendation: (Identify what needs to be done to fix the problem that was identified.)

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

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

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

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

Property or Serial Number	Property Description		Property or Serial Number	Property Description

Recommendation: Correct item Serial #, Make, Model, and/or Model Year in FEPMIS.

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.)

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

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

Recommendation: Update FEPMIS to show the correct location.

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

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

XII. LOCATIONS VISITED

Exhibition A

Location Visited	FS Visitor	# of Items Inspected	Comments
(Enter State or VFD Name)	(Enter FS employee's last name.)	(Enter how many 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.)

XIII. AGENDA

(Place a copy of the Review Agenda here.)

Cc: National FFP Program Manager, Washington Office

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2. DD 1348-1A completed

DD Form 1348-1A Lesson

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
A5DSZPS EA00010 YF0092M 15088 S9D D4										UNIT PRICE DOLLARS CTS 12000 120000		SHIP FROM SZ3380 DRMO DRMO LEWIS		SHIP TO YF0092		MARK FOR		DOO DATE 060		NMFC		FRT RATE		TYPE CARGO		PS		QTY. RECD		UP		UNIT WEIGHT		UNIT CUBE		UFC		SL		FREIGHT CLASSIFICATION NOMENCLATURE		ITEM NOMENCLATURE HURST HYDRAULIC HOS		TY CONT		NO CONT		TOTAL WEIGHT		TOTAL CUBE		RECEIVED BY		DATE RECEIVED																																													
24 DOCUMENT NUMBER & SUFFIX (30-44) H9FD0170599067										25 INV. TOTAL & ADD (8-52) 421000HOSES										26. REC'D BY CITY (25-28) CON CODE(71) DIS (55-58) UP (14-58)		27 ADDITIONAL DATA ADJUSTED VALUE .00 97X4930.5NR0 001 P521.01 22.16 B JHH2 B07JHH2REUTO MS S033181 TAC S4LS		PA FORESTRY 570-383-1412 (JERRY BARONE) 615 George ST Throop, PA 18512		DTID: FB46207023KK04 WAREHOUSE LOCATION: AWA020352C0 TOTAL ADJUSTED VALUE .00																																																																									

DTID = Disposal Turn-In document #
Identifies unit turning items in to DRMO

This is the form the DRMO pulls electronically as a result of the approved customer's request. Processes over night through a Batch Run.

A5DSZPS EA00010 YF0092M 15088 S9D D4										UNIT PRICE DOLLARS CTS 12000 120000		SHIP FROM SZ3380 DRMO DRMO LEWIS		SHIP TO YF0092		MARK FOR		DOO DATE 060		NMFC		FRT RATE		TYPE CARGO		PS		QTY. RECD		UP		UNIT WEIGHT		UNIT CUBE		UFC		SL		FREIGHT CLASSIFICATION NOMENCLATURE		ITEM NOMENCLATURE HURST HYDRAULIC HOS		TY CONT		NO CONT		TOTAL WEIGHT		TOTAL CUBE		RECEIVED BY		DATE RECEIVED	
24 DOCUMENT NUMBER & SUFFIX (30-44) H9FD0170599067										25 INV. TOTAL & ADD (8-52) 421000HOSES										26. REC'D BY CITY (25-28) CON CODE(71) DIS (55-58) UP (14-58)		27 ADDITIONAL DATA ADJUSTED VALUE .00 97X4930.5NR0 001 P521.01 22.16 B JHH2 B07JHH2REUTO MS S033181 TAC S4LS		PA FORESTRY 570-383-1412 (JERRY BARONE) 615 George ST Throop, PA 18512		DTID: FB46207023KK04 WAREHOUSE LOCATION: AWA020352C0 TOTAL ADJUSTED VALUE .00																													

A5D = Document Identifier Code

Your Supplementary Address

D4 = Item Condition Code

Priority of request. Set at 15

SZP = DRMO Routing Identifier Code

Unit of Issue = Each And Quantity = 10

The Fund Citation is an ERROR. DRMS must remove this Code for FFP customers **PICKUP** items unless located at RCP sites

Requisition Number:
DoDAAC = H9FD01
Julian Date = 7059
Serial # = 9067
Computer Generated

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3. FEPMIS Shipping Document

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FEPMIS

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SHIPPING DOCUMENT

ASSIGNMENT NUMBER: 200086037

ASSIGNMENT DATE: 02/03/2010

<p>Contact Name: CHRIS WRIGHT</p> <p>Contact Phone: 1-205-489-5014</p> <p>Shipping Instructions: TRANSFERRED TO ARLEY VFD 2/2/10. 4-102268.</p> <p>Shipping Comments:</p>

SHIPPING FROM:

<p>SHIPPING TO:</p> <p>ARLEY 6751</p> <p>64 FIREHOUSE ROAD 203</p> <p>P.O. BOX 104</p> <p>ARLEY, AL 35541</p> <p>1-256-355-6945</p>

INVENTORY ITEMS

FEDERAL PROPERTY ON LOAN TO ARLEY. MUST BE RETURNED TO ISSUING AGENCY.

LINE NO./ COMMENTS	FSC CODE	FSC DESCRIPTION/ TYPE DESCRIPTION	PROPERTY NO./ STATE PROP.NO.	MAKE/ MODEL	YEAR	RECEIVED
1	5430	STORAGE TANKS NO SUBTYPE	DDAL0013620B 4-102268	AMFUEL 90028	1991	<input type="checkbox"/>

DURABLE ITEMS

FEDERAL PROPERTY ON LOAN TO ARLEY. MUST BE RETURNED TO ISSUING AGENCY.

CONSUMABLE ITEMS

FEDERAL PROPERTY TO BE USED ONLY FOR RURAL FIRE CONTROL.

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SHIPPING DOCUMENT

ASSIGNMENT NUMBER: 200086037

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

SHIPPED BY:	_____	_____	_____
	(SIGNATURE)	(DATE)	("FROM" UNIT NAME)
TRANSPORTED BY:	_____	_____	_____
	(SIGNATURE)	(PICK-UP DATE)	(TRANSPORTING AGENCY NAME)
RECEIVED BY:	_____	_____	ARLEY
	(SIGNATURE)	(DATE)	("TO" UNIT NAME)
RECEIVER'S PRINTED NAME	_____		

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4. FEPMIS Inventory Worksheet

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PHYSICAL INVENTORY WORKSHEET

PROPERTY NUMBER: AG0001598588 STATE: NEBRASKA

FEPP MANAGER

NE-FEPP MGR-0001 (LEW SIEBER)

DISTRICT

NE-DISTRICT-0004 (NEBRASKA STATE FORESTRY)

ASSIGNMENT UNIT

ONEILL (ONEILL)

CONTACT

ROD LUDEMANN Phone: 1-402-336-4628 Fax: E-Mail:

Page 1 of 1 (by Assignment Unit)

PROPERTY NO. AG0001598588	STATE PROPERTY NO. 17-00-14	SERIAL NO. 9525-13788	F
LABELED _____	LABELED _____		
LOCATION	HOUSED		
MILEAGE OR HOURS	CURRENT MILEAGE OR HOURS	LICENSE PLATE#	
MAKE	AGREEMENT DATE		
KAISER	12/31/2004		
MODEL	MODEL YEAR		
M54A2			
DESCRIPTION			
FSC 2320; TRUCKS AND TRUCK TRACTORS, WHEELED; 5 TON, 6X6, CARGO; TRUCK 5T 6X6			
CONDITION - STATUS - CURRENT/PROJECTED USE - COMMENTS			
REGISTERED _____	INSURED _____	COOP DECAL _____	ISO RATING _____ PPE AVAILABLE _____
INVENTORIED BY : _____		DATE : _____	

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