

FEPP-FFP HANDBOOK

FEDERAL EXCESS PERSONAL PROPERTY
and
FIREFIGHTER PROPERTY



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OVERVIEW

The federal government allows states the opportunity to access excess property which can be used for both wildland and structure firefighting. In Idaho, administration and oversight of this opportunity is the responsibility of the Idaho Department of Lands (IDL), Bureau of Fire Management. Federal excess property for firefighting items may be received through two programs:

1. Federal Excess Personal Property (FEPP) Program
2. Firefighter Property (FFP) Program

The Federal Excess Personal Property (FEPP) program refers to U. S. Forest Service (USFS) owned property that is on loan to State Foresters for the purpose of wildland and rural firefighting. Most of this property was originally owned by the Department of Defense (DoD), or other federal agencies, but became excess to their needs, and is transferred to USFS when requested by a state. Ownership of FEPP property remains with USFS.

Firefighter Property (FFP) program refers to items obtained from the Defense Logistics Agency – Disposition Services (DLA-DS) for use in fire and emergency services by a state agency and their cooperators. Ownership may pass to the user after program requirements are met.

Both programs authorize the USFS to manage the transfer of items to Idaho through Memorandum of Agreements. Strict program controls are in place to ensure proper accounting, inventory, and use of items in both programs. It is critical that Area/District/Association (A/D/A) staff, involved in both FEPP and FFP programs, fully understand the differences between them and the process associated with each one.

This information is written to clarify and amplify the Forest Service Handbook, FSH) 3109.12. If there are conflicts between the Idaho Department of Lands FEPP-FFP Handbook and the Forest Service Handbook, FSH 3109.12 shall prevail. This direction is for the management and use of FEPP and FFP items by State Foresters and their cooperators from federal sources. This IDL FEPP/FFP Handbook may be updated periodically. Any comments should be sent to regional or area FEPP managers, or to:

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

FEDERAL EXCESS PERSONAL PROPERTY AND FIREFIGHTER PROPERTY PROGRAM HISTORY AND AUTHORITIES

History

The FEPP program began in the 1950s and was the only way states could acquire federal excess property for fire service until 2005. Federal excess property may be acquired from most federal agencies via FEPP. FEPP equipment is on loan and ownership remains with USFS.

The FFP program was established in 2005. Only Department of Defense (DoD) excess property may be acquired via FFP. Ownership of FFP property may be transferred to the receiving Fire Service Organization (FSO) when program requirements are met.

The General Accounting Office (GAO) investigates the FEPP-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. In addition, FEPP-FFP policies and procedures are in accordance with General Services Administration (GSA).

AUTHORITIES

Federal Excess Personal Property Program

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

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

Section 10(c) of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313), directs the Secretary of Agriculture to encourage use of FEPP by states and local fire forces. This was reaffirmed in a 1991 Memorandum from Kenneth E. Cohen, Assistant General Counsel, USDA, to L.A. Amicarella, USDA Forest Service Fire Director.

Unlike the Rural Fire Capacity (RFC), formerly the Volunteer Fire Assistance (VFA) program, which is for the benefit of communities with a population at or below 10,000, recipients of FEPP and FFP property need only have a wildland or rural fire responsibility that satisfies the State Forester.

Firefighter Property Program

The USFS signed a Memorandum of Agreement with the DoD giving the USFS oversight of the state agencies to acquire and assign DoD firefighting property authorized under 10 U.S.C. 2576b. This function is to be carried out in conjunction with the FEPP program. When the State Forester assigns FEPP and/or FFP property to a fire department or fire district, an additional cooperative agreement is required at that level. The USFS cooperates with the fire department or fire district only by proxy.

PROGRAM SYSTEM OF RECORD

The Federal Property Management Information System (FPMIS) is a federal database for tracking all items assigned to IDL through the FEPP-FFP programs. Access to the program is granted by the State Forester through IDL FEPP-FFP administration to A/D/As.

GOVERNING PROGRAM POLICIES

Federal Excess Personal Property Program

- FEPP-FFP Desk Guide, USDA Forest Service
http://www.fs.fed.us/fire/partners/FFP-FEPP/desk_guide/index.html
- Forest Service Handbook, FSH 3109.12
http://www.fs.fed.us/cqi-bin/Directives/get_dirs/fsh?3109.12

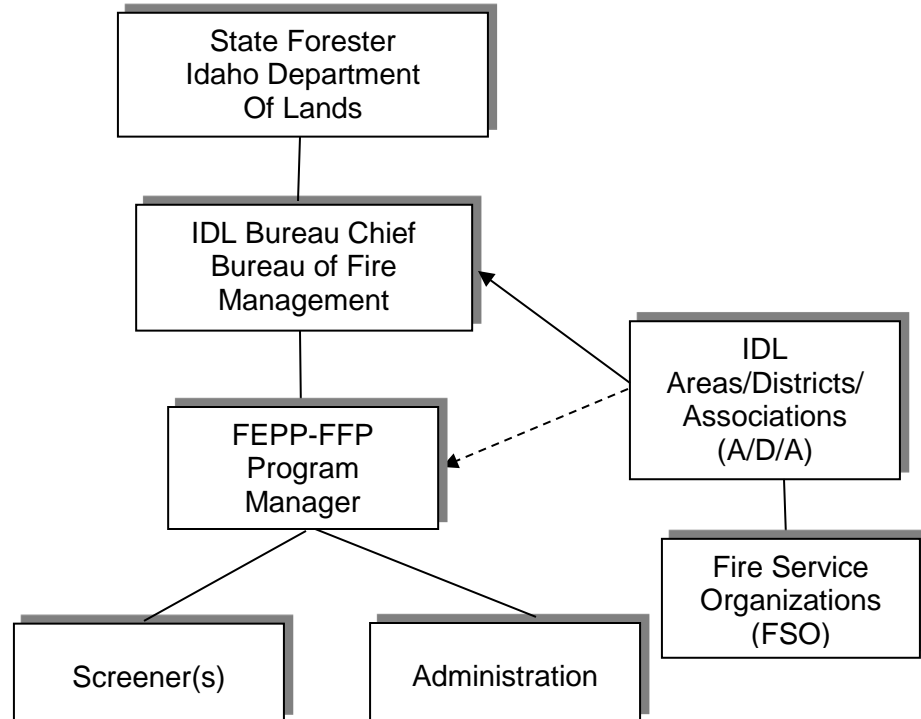
Firefighter Property Program

- Federal Property Management Regulation (FMR 101-102)
- Defense Material Disposition Manual (DoD 4160.21-M)
- Defense Demilitarization Manual (DRMS-I 4160.14)
- USDA Forest Service Standard Operating Procedures
www.fs.fed.us/managing-land/fire/fepp

If any conflict between sources, the Forest Service Handbook, FSH 3109.12, will be the primary authority, followed by the Forest Service FEPP-FFP Desk Guide.

IDL FEPP-FFP ORGANIZATION

IDL manages the FEPP-FFP programs through the Bureau of Fire Management. The organizational chart for the programs is:



A/D/As are key to the successful administration of these programs and are responsible to ensure both, A/D/As and their assigned FSOs, meet program standards. All requests for acquisitions must be submitted to an IDL Area/District (A/D) or Timber Protective Association (TPA) office. Proper acquisition, accountability, use, and disposal are critical. It is essential A/D/As and FSOs develop close working relationships to ensure adequate communication and knowledge of program needs of both organizations.

ELIGIBILITY

All A/D/As and FSOs are eligible to acquire FEPP-FFP items and are responsible to ensure items are used and maintained according to program rules. An FSO is eligible for the programs when it has 1) a Board of Directors or public oversight, 2) a Fire Chief, 3) an active Memorandum of Agreement to participate in the FEPP-FFP programs.

Any single user can lose IDL FEPP-FFP program eligibility by failing to comply with program standards or rules. Remember program items must be used for fire protection purposes.

PROGRAM ACQUISITIONS

A. Acquisition Guidelines

Acquisitions of items will generally be initiated and reserved when all of the following conditions are met:

1. A FEPP-FFP Memorandum of Agreement is in effect.
2. An approved FEPP-FFP application has been received by the Program Administrator.
3. Receipt of item is cost effective (cost of acquisition and refurbishment).
4. The requester is new to the program, or has demonstrated proper use and accountability of existing FEPP-FFP items.

B. Applications

Applications are accepted year-round. If an item is not obtained during the calendar year that an application was submitted, and the item is still needed by the FSO, they should re-submit an application in the next year. Items are not carried forward from year to year. Requests will be filled on an as needed basis by the Logistics Program Manager or their designee.

Application Forms. The application form is found in the **Fire Management Handbook 818, FEPP-FFP Application, Attachment 3**. Completion instructions are on the form. A/D/As will forward the completed/signed form to the Program Administrator at the Coeur d'Alene Interagency Fire Cache (Fire Cache, Cache, CDK).

Applications have three purposes:

1. To let the A/D/A know the type and amount of equipment that FSOs are seeking.
2. To inform IDL screeners of the demand for different types of items.
3. To enable an annual acquisition plan be developed by IDL.

C. Annual Acquisition Plan

To meet program requirements, IDL will submit an annual FEPP Acquisition Plan to the USFS in January of each calendar year. The annual plan is entered into FEPMIS and details the general types of FEPP items and estimated amounts that will be sought during the coming year. Items on the approved plan are pre-authorized for acquisition.

D. Non-permitted Acquisitions

Only items that can be used to support a fire protection program, and emergency services associated with a fire protection program are authorized.

E. Acquisitions for IDL Areas/Districts/Associations

IDL Areas and Fire Protective Districts (A/D) may acquire property useful to their fire suppression programs with the caveat that all items that have the potential to increase the unit's operating expenses must be approved by the appropriate Lands Regional Operations Chief – North/South. Unless other arrangements are made, the A/Ds will be responsible for all costs associated with acquisitions.

The two Associations, Clearwater-Potlatch Timber Protective Association (C-PTA) and Southern Idaho Timber Protective Association (SITPA), may acquire property useful to their fire suppression mission at their discretion and as available. Unless other arrangements are made, the Associations will be responsible for all costs associated with acquisitions either through reimbursement to IDL or direct payment of costs.

F. Acquisitions for Fire Service Organizations

FSOs may acquire property useful to their fire suppression mission(s) at their discretion and as available. Unless other arrangements are made, the FSOs will be responsible for all costs associated with acquisitions either through reimbursement to IDL or direct payment of costs.

G. Vehicle Registration

1. For FEPP vehicles, a Transfer Order Excess Personal Property, SF-122, form and an Exempt License Plates Application, ITD 3670, form are required. In addition, a Vehicle Inspection Number (VIN) inspection is required by Special Licensing in Boise to obtain the vehicle registration. FEPP vehicles must be registered as a leased vehicle listing the State as the lessee and the USFS as the lessor. The FEPP MOA is between the State and the USFS not the FSO and the USFS. Therefore, the registration has to be listed as USFS/State not USFS/FSO.
2. Registration for FFP vehicles must occur while the item is not owned by a FSO. This includes the in-service year (the time the FSO has to get the equipment operational). For FFP vehicles, an Exempt License Plates Application, ITD 3670, form is required. In addition, a SF-97 Vehicle Request Form and a VIN inspection are required by Special Licensing in Boise to obtain vehicle registration prior to obtaining the SF-97. Once the SF-97 is obtained, the recipient must take the certificate to the Department of Motor Vehicles (DMV) to obtain title to the vehicle. For controlled FFP property a Certificate to Register a Firefighting Vehicle, 1928A, form will be sent from DLA to the recipient.

H. Insurance

Liability Insurance – FSOs and Associations must maintain current liability and property damage insurance for FEPP-FFP items.

Restoration Insurance (Collision/Comprehensive/Replacement) – FSOs may choose to cover FEPP-FFP equipment with restoration insurance to cover loss or damage. Since some FEPP-FFP items are always federal property, and any damage to the item may require reimbursement to the federal government, the USFS may choose to keep or use the restoration insurance proceeds to repair the damage, modify another piece of equipment, or allow the FSO to purchase a different piece of equipment. Whenever

insurance proceeds are received for damage to FEPP-FFP equipment still owned by the USFS, contact IDL immediately.

MANAGING AND USING FEPP-FFP EQUIPMENT

A. General FEPP-FFP Use Rules

If an IDL A/D/A, or FSO, cannot meet the following FEPP-FFP use rules, they should not acquire items and should immediately return all items to the IDL. Use rules include:

1. No personal use of FEPP or FFP items is allowed.
2. FEPP and FFP items are intended for fire protection use only. FEPP items must always be devoted at least 90 percent to fire protection purposes. FFP items must be 100 percent fire use only until program in-service requirements are met and the property removed from FEPP-FFP inventory.
3. All FEPP-FFP items must be refurbished and ready for use within 12 months of recipient acquisition. FFP property must stay in service for a minimum of 12 months once placed in-service. If not put in-service, FFP property must be returned to DLA-DS at no expense to IDL.
4. FEPP-FFP should be maintained and protected to the same level as the user's other equipment. In order to avoid excessive deterioration; FEPP-FFP items should be serviced in accordance with manufacturer's specifications. If funds are not available for adequate maintenance, do not acquire it.
5. FEPP-FFP items should be protected from theft, vandalism, weather damage, and excessive wear and tear.
6. FEPP-FFP items should be used in a manner that will not increase the level of risk or liability to users or others beyond that which is considered normal for that type of equipment.

B. Refurbishing, Painting, and Agency Logos

All FEPP-FFP equipment should be ready for use within 12 months of acquisition. Military numbers and markings should be removed or covered on all equipment. Painting and other maintenance should be done when needed to prevent rust and premature deterioration. In addition, the following applies to acquired military vehicles:

1. Vehicles (Pickups, trucks, buses, vans):
 - a. Multi-color camouflage paint – painted in single color and attach a logo.
 - b. Other color vehicles – remove or cover military markings/numbers and attach a logo.
 - a. Other Equipment (trailers, backhoes, graders, forklifts): Remove or cover military markings/numbers and attach a logo.

C. Equipment Modification

Modification of FEPP-FFP equipment is often necessary and may be done if it stays within the design limits of the equipment. The following guidelines apply to modifications of FEPP and FFP items:

1. Parts may be removed from FFP vehicles as needed in the process of conversion to fire service, but the parts should be retained until the program one year in-service requirement is met. FFP items may not be acquired for parts/cannibalization.
2. Removal of any part on a piece of FEPP equipment is considered cannibalization and needs pre-approval from the USFS (see Cannibalization section).
3. All modifications of controlled property must be documented and approved by the USFS. Controlled property parts that are removed will be returned to a DLA site for disposal, or used on another federally-owned property item.
4. If a part is approved for removal, the use of FEPP parts on non-FEPP equipment is allowed (or visa-versa), but the FEPP item must still be tracked in FEPMIS. Additionally, all FEPP parts must be removed when selling a user-owned piece of equipment, unless prior permission is given. User-owned parts on FEPP equipment turned in for disposal cannot be credited to the user when sold with the FEPP-FFP item but may be removed in advance of disposal by the user.
5. FSOs should get approval from their A/D/A and the Logistics Program Manager, or their designee, before initiating major modification to FEPP property.

D. Cannibalization

Cannibalization is the practice of removing parts from FEPP items for modification, or to be used as parts on a different piece of equipment. Cannibalization is discouraged by IDL due to the added administration requirements it entails. The process of cannibalization can lead to many challenges unless the following guidelines are followed:

1. Contact IDL's FEPP-FFP Program Administrator to request cannibalization.
2. Prior approval by the USFS is necessary before cannibalization can begin on FEPP items.
3. The Program Administrator will fill out the appropriate federal forms requesting cannibalization and submit to the USFS. When granted approval by USFS, the FSO will be notified and may begin cannibalization.
4. Tracking numbers will be assigned by the Program Administrator for separate items. The cannibalization process should be completed within 12 months with new photos of each tagged cannibalized item submitted for uploading into FEPMIS.
5. Items must then continue to be tracked until final disposal.
6. The user must contact the A/D/A, and the Program Administrator, of any proposed disposal of cannibalized items.

7. All cannibalized items must be disposed of according to program rules.

E. Lost, Missing, Stolen, or Destroyed (LMSD)

All property Lost, Missing, Stolen, or Destroyed (LMSD), carried on an FEPP or FFP current inventory in FEPMIS, must be reported by individual FSOs to the IDL Program Administrator who will submit the report to DLA through USDA Forest Service.

1. Controlled property must be reported within twenty-four hours.
2. Property with a DEMIL Code of "A" or "Q6" must be reported within seven days.

USDA may grant extensions to the reporting requirements listed above on a case-by-case basis.

All FSOs agree to cooperate in any investigation into the loss as directed by DLA.

F. Renting or Leasing FEPP-FFP

It is not permissible to rent or lease FEPP equipment (owned by the federal government) on a regular, planned basis. FEPP equipment may be loaned, however, to other fire or emergency service organizations during an emergency. When FEPP equipment is used by another party and fees are charged (amortization, depreciation, or replacement costs) cannot be included as part of the charges. The only recoverable costs are "out-of-pocket" costs, such as operator, fuel, and oil. (*See letter below for program rules.*)

Once ownership of FFP equipment is transferred to IDL or an FSO, then all charges are allowed when an item is loaned. This includes amortization, depreciation, and/or replacement charges. (*See letter below for program rules.*)

G. Reimbursement for Use of FFP-FEPP



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 3120/6410

Date: June 22, 2016

**Route
To:**

Subject: Federal Excess Personal Property (FEPP) versus Firefighter Property (FFP)

To: Whom it may concern

Through legislative authority, the United States Department of Agriculture (USDA), Forest Service acquires property excess to the Department of Defense and Federal Agencies' needs. This property is then loaned to the State Foresters of all 50 states and the territories for use in their rural and wildland fire programs under the Federal Excess Personal Property (FEPP) program. All property remains titled to the Forest Service and must be returned to the Forest Service for disposal when no longer needed or when it is in unserviceable condition.

The State Foresters are authorized under the USDA Forest Service Federal authority to purchase parts and supplies to maintain and keep the property in working condition so the property may be used on Federal, State, and Rural fires.

Direction on the use, management and disposal of property on loan to the State Foresters can be found in the FSH 3109.12 and the FEPP Desk Guide. The Zero Code, 04.1 (11) states that FEPP is not available for rent or lease. Reimbursement for overhead costs of FEPP is authorized.

Legislation 2576b authorized the Firefighter Property (FFP) program to the Defense Logistics Agency (DLA) in 2005. The USDA Forest Service requested to manage the program for DLA and has been working with the State Forestry Agencies to acquire FFP property for the state as well as fire departments for the purpose of firefighting and emergency response.

Unlike the FEPP program, DLA does not restrict the owner/recipient of the FFP property from charging usage costs for the FFP equipment. Items acquired from the FFP program may or may not pass ownership to the recipient, but despite the ownership, FFP would be treated as state owned or privately owned property when being used on a state or federal fire.

Sincerely,
/s/ Melissa Frey
Melissa Frey
National FEPP and FFP Program Manager



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H. Safety

The safe use of FEPP-FFP equipment is critical and must be addressed in the safety program of the user. Unsafe practices by a user can be grounds for FEPP-FFP program termination. Special consideration and training must be given to:

1. Ensure operators know operational and safety procedures of all equipment.
2. All Gamma-Goat operators.
3. Drivers of trucks requiring a Commercial Driver's License (CDL) to operate.

I. Negligence

Negligence in using FEPP-FFP equipment resulting in loss, damage, or theft may subject the using agency, or an individual, to penalties, including a billing by the federal government.

J. Refurbishing, Maintenance, and Modification Services

The IDL Coeur d'Alene Shop may provide refurbishing, maintenance, and modification services prior to allocation of equipment. This service will be based on project prioritization and current funding levels. The IDL Shop will not provide preventive or routine maintenance or parts to FSOs.

FEDERAL EXCESS PERSONAL PROPERTY- FIREFIGHTER PROPERTY ACCOUNTABILITY

Use the following methods to ensure proper accountability:

- IDL A/D/As will inventory/audit each FSO at least every two years to ensure equipment is on inventory and in compliance with the FEPP-FFP program requirements. The FEPP inventory/audit occurs every other year with deadlines and timeframes established by USFS. FFP inventory is ongoing and continuous. FFP property that has not met in-service requirements within one year of acquisition must be returned to DLA. All shipping costs associated with the return will be charged to the recipient of item being returned. FFP property that is not eligible for ownership, must be inventoried by IDL at least every two years.
- IDL will monitor program compliance at the A/D/A level and conduct internal reviews as necessary.
- The USFS and IDL will conduct program reviews as necessary.

A. Accountability Classes

All FEPP-FFP is accountable. (See FEPP-FFP Desk Guide.)

1. Inventoried FPP Property – All FPP equipment with an original acquisition cost of \$5,000 or greater, plus all-wheeled vehicles regardless of acquisition cost, is

- considered equipment to be tracked and inventoried in FEPMIS. In addition, electronic items are considered equipment and must be tracked and inventoried.
2. Non-inventoried FFP Property – Waybills and Transfer of Property documents will track all property of this type. The property is still accountable for proper use and disposal. “Consumable” FFP is the major type of non-inventory property. Examples of consumable FFP property are paint, fire hose, foam, hand tools, etc.
 3. All FFP property is tracked in FEPMIS after acquisition. FFP property may be dropped from FEPMIS inventories after the one year in-service requirement has been met. This includes multiple items acquired as “Lots”, both low and high value. Issue of Lot items will be tracked using waybills or General Message forms.

B. Accountability Records

It is important that IDL maintain a complete record of all FEPP-FFP items received, issued, transferred, or disposed of. Any time a piece of equipment moves to a different user, the A/D/A and the Program Administrator will be notified of the transaction.

C. Federal Excess Personal Property Inventory

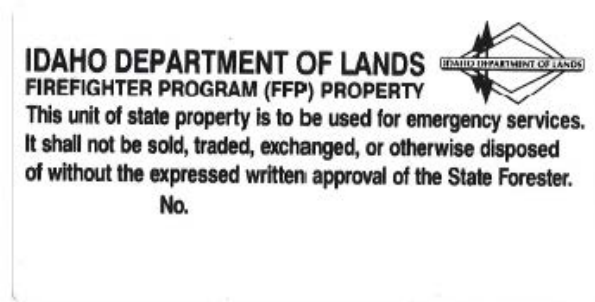
The A/D/As are responsible for accurate and timely inventory records and timely inventory. Following are the specific inventory procedures:

1. The biennial inventory of FEPP will include the total FEPP inventory by user and must be reconciled and certified biennially by the State Forester.
2. A/D/As will also review and update FSO information to ensure FEPMIS is correct. If a new MOA is required, due to a change in FSO management, a new MOA will be acquired to ensure compliance with FEPP-FFP program requirements.
3. Inventoried and non-inventoried FEPP-FFP equipment will physically be audited in some locations by the USFS/IDL every two years.

D. Inventory and Identification Tags

IDL’s FEPP-FFP Program Administrator, or their designee, will mark and tag (in a highly visible location) equipment prior to allocation. Where FSOs acquire FEPP-FFP directly, the A/D/A is responsible to ensure that the property is properly tagged. The FSO is responsible to ensure that FEPP-FFP decals, with the appropriate inventory number, remain on the equipment.

EXAMPLES OF PROGRAM INVENTORY TAGS



FEPP-FFP DISPOSAL

Proper disposal of items is an important element of the FEPP-FFP program. Since FEPP items are on loan from the federal government, and remain federal property until proper disposal, usable FEPP items should be sent through the disposal process promptly. FEPP items no longer needed by the current user, but useful to another A/D/A user, should be transferred. Requests for disposal of FEPP items must be submitted to the Program Administrator for processing.

FFP items owned by IDL and/or an FSO will be disposed of by the owning entity. Disposal of non-owned FFP items must be submitted to the Program Administrator for processing. All transfers, sales or disposals of excess FFP acquired property, whether by IDL or a FSO, must be completed in compliance with the U.S. Export Control Regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774).

A. Transfer of Federal Excess Personal Property

When a piece of FEPP equipment is not needed it should be reported to the A/D/A. If the A/D/A determines there is another FSO user within their unit, the items should be transferred. If FEPP equipment is usable, but cannot be used by another user within the A/D/A, it should be reported to the Program Administrator and it will be re-allocated based on need.

B. Disposal of Federal Excess Personal Property

If the equipment is no longer usable, or needed by another user within the IDL system, it will be held at the local FSO, or A/D/A, until processed by IDL FEPP-FFP Administration. In certain instances, items may be held at the Coeur d'Alene Cache until disposal has occurred. Disposal of FEPP items is the responsibility of IDL.

C. Turning in Federal Excess Personal Property for Transfer or Disposal

The following applies to FEPP equipment being turned in for disposal or transfer:

1. FSOs may remove any additions or improvements made to the equipment, as long as an operable piece of equipment is not changed to inoperable. Examples of equipment that may be removed (owned by the FSO) include tanks, pumps, reels, hose, sirens, light bars.
2. FSOs may remove, with prior permission, any FEPP-FFP equipment that is not needed for the basic operation of the equipment. An example is the removal of an FEPP light bar, siren, tank, pump, hose reel for use on another FEPP vehicle.
3. FSOs may not remove, without prior permission, any original parts. This includes engine parts, mirrors, door handles, shift levers, and other miscellaneous parts.
4. FSOs must remove light bars, FSO logos, and any other identifying information from FEPP equipment being turned in for disposal.

RESPONSIBILITIES

A. IDL FEPP-FFP Program – Administration and Screeners

1. Tracking and filing original records.
2. Receive and track FSO applications of requested items.
3. Screen federal excess databases for requested and needed items.

4. Coordinate pickup of items with FSOs and/or trucking companies.
5. Assign IDL Fiscal Accounting System (FAS) numbers per program requirements.
6. Maintain FEPMIS database to receive in, transfer and dispose of FEPP-FFP items.
7. Coordinate with A/D/As for FEPMIS records maintenance.
8. Plan, schedule and submit inventories to ensure adherence to program requirements.
9. Complete and submit documents to enable vehicle titling for IDL and FSO FEPP/FFP vehicles.
10. Communicate to A/D/As reports showing status of items to meet program requirements.
11. Develop annual needs list and submit to USFS for approval.
12. FEPP-FFP website administration.
13. Assist A/D/As in the process of FEPP-FFP disposals based on DMIL codes.
14. Receive and scan original MOA's. Upload into FEPMIS and post to the FEPP-FFP website.
15. Maintain forms, policies, applications, MOA and handbook for the FEPP-FFP program.

B. Area/District/Associations

1. Build strong relationships with FSOs that enable the A/D/A to assess the priority of equipment between all FSOs.
2. Ensure IDL has current MOA with FSO and FEPMIS records contain current contact information for the FSO.
3. Place FEPP-FFP and FAS tags and submit pictures to Program Administrator as requested.
4. Monitor FSOs for compliance to FEPP-FFP rules and work with the Program Administrator to identify actions needed to ensure adherence to rules.
5. Assist FSOs in the process of FEPP-FFP disposals based on DMIL codes.
6. Conduct inventory as directed by IDL FEPP-FFP Administration.

C. Fire Service Organizations

1. Submit applications for acquisitions needed.
2. Provide for all costs incurred in acquiring, refurbishing, maintaining, and repairing item(s).
3. Within one year of receipt of item(s) the following must be documented:
 - a) Paint vehicles to remove military markings, paint patterns and identification, and clearly mark the item with logos of using entity.
 - b) Tag the items with inventory tags provided by IDL.
 - c) Provide pictures (minimum of front, side and inventory tag photos) to IDL of newly painted/logoed item.
 - d) Communicate to IDL when the item is in-service.
 - e) Continue to keep the item in-service for at least 12 consecutive calendar months.
 - f) Provide insurance and license for program items.
4. Maintain and protect items to the same standard as self-purchased items.
5. Implement maintenance procedures to ensure items are kept in good operating condition during program ownership.
6. Report all accidents, theft, and damage to local law enforcement, the IDL A/D/As and the Program Administrator.
7. Notify A/D/As of unusable, or unneeded, items and work with IDL to determine optimum location and method for disposal of unwanted items.