

Indiana DNR
Firefighter Property (FFP)
Federal Excess Personal Property
(FEPP)
Handbook

ZERO CODE - INTRODUCTION		4
1.	STATE OF INDIANA FFP\FEPP SOP'S	4
2.	PROGRAM PURPOSE AND VISIBILITY	4
3.	AUTHORITIES	4
4.	DEFINITIONS	6
5.	REFERENCES	10
6.	STATE REQUIREMENTS	11
7.	ROLE OF THE STATE ACCOUNTABLE OFFICER	11
8.	USE OF FEPMIS	12
 CHAPTER 10 - ACQUISITION		 13
1.	ACQUISITION GUIDELINES	14
2.	FFP\FEPP ACQUISITIONS FOR LOCAL COOPERATORS	15
3.	UNIQUE PROPERTY REQUESTS	15
4.	DEMILITARIZATION REQUIRED ITEMS	17
5.	SCREENER'S AUTHORIZATION FOR ON-SITE SCREENING.	20
6.	SCREENER QUALIFICATIONS-ALL SCREENERs	20
7.	SCREENING GUIDELINES	20
8.	SCREENING DLA DISPOSITION SERVICES ON-SITE	21
9.	ELECTRONIC REQUIREMENTS	22
10.	SEARCH AND SELECT	22
11.	MODIFYING A REQUEST	22
12.	FEPP MANAGER APPROVALS	22
13.	WALK-IN	22
14.	PMO APPROVAL	22
15.	USER MAINTENANCE	23
16.	REMOVAL OF PROPERTY FROM A DLA DISPOSITION SERVICES SITE	23
17.	JUSTIFICATION STATEMENT (SCREENERs)	23
18.	RECEIPT REQUIREMENTS (SCREENERs)	23
19.	IDENTIFICATION OF PROPERTY	24
20.	SAFETY	24
21.	TITLE TO FFP PROPERTY	24
22.	TITLING – SF 97 CERTIFICATE TO OBTAIN TITLE TO A VEHICLE	25
23.	COOPERATIVE STATE SCREENING	26
24.	ACQUISITION NOT ON PMO APPROVED MILSTRIP\SF122	26
25.	OVERSEAS ACQUISITIONS (SCREENERs)	26
 CHAPTER 20 - MANAGEMENT OF FFP\FEPP		 27
1.	MANAGEMENT OVERSIGHT	27
2.	INTERNAL CONTROLS	27
3.	TRAINING	28
4.	INVENTORY REQUIREMENTS	28
5.	IDENTIFICATION OF PROPERTY	28
6.	PROTECTION, MAINTENANCE AND APPEARANCE	29
7.	MODIFICATION	29

8.	CLOTHING	29
9.	AUDIT TRAIL	29
10.	FFP PARTS ON NON-FFP EQUIPMENT	30
11.	SUBSCRIPTION OR MEMBERSHIP FIRE DEPARTMENTS	30
12.	NEGLIGENCE WITH FFP\FEPP	30
13.	SAFETY	31
14.	AVAILABILITY OF PARTS	31
15.	INSURANCE COVERAGE FOR FFP\FEPP	31

CHAPTER 30 - DISPOSAL **31**

1.	NEED FOR DISPOSAL	31
2.	TRANSFER	31
3.	RETURN TO DOD-ANY RETURN OF EXCESS PROPERTY SHOULD BE COORDINATED WITH THE STATE	32
4.	TOTAL DESTRUCTION	32
5.	DISPOSAL OF PROPERTY WITH SPECIAL HANDLING REQUIREMENTS	32
6.	SALE, DONATION, OR TRANSFER OF DEMIL A AND Q6 ITEMS	32

– FFP\FEPP REVIEWS **34**

1.	PURPOSE OF REVIEWS (INVENTORY INSPECTIONS)	34
2.	FREQUENCY OF REVIEWS	34
3.	COMPOSITION OF REVIEW TEAMS	34

CHAPTER 60 - FORMS **35**

1.	SOURCE OF FORMS	35
2.	FFP\FEPP FORMS AND REPORTS	35
3.	ACQUISITION FORMS	35
4.	MANAGEMENT AND USE FORMS	35
5.	DISPOSAL FORMS	35

CHAPTER 80 – MISCELLANEOUS AIDS **36**

1.	DEMIL CODES	36
2.	CONDITION CODES	36
3.	DEPARTMENT OF DEFENSE SPECIAL PROGRAMS	37

CHAPTER 90 - TRAINING **39**

4.	TRAINING MATERIALS	39
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ENCLOSURES **40**

5.	AUTHORIZED AND RESTRICTED FSC'S	41
6.	VEHICLE 97 REQUEST INFORMATION	46
7.	SAMPLE DD FORM 1348-1A	47
8.	FPMIS SAMPLE SHIPPING DOCUMENT	48
9.	SCREENERS AGREEMENT	50
10.	RTD SCREENING SLIDES.	52

Zero Code - Introduction

Contents

Authorities

Definitions

References

State Requirements

Role of the State Accountable Officer

Use of FEPMIS

1. State of Indiana FFP\FEPP SOP's

Print versions are available through the Indiana Department of Natural Resources-Fire Headquarters, 6220 Forest Road Martinsville, IN 46151. 765-792-4647.

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) FFP\FEPP 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\FEPP 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. Acquisition and Assignment of FFP\FEPP will be based on bona fide fire protection or emergency service requirements and current needs.
- c) Ownership of FFP, when applicable, shall pass to the recipient or user of the property. Certain types of property, as outlined in this manual or in the COOP, 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.
- d) This manual is for the management and use of FFP\FEPP. These Guidelines may be updated periodically to reflect current developments. Any comments should be sent to the STATE FFP Property Management Officer, or to:

Fire Control Headquarters
6220 Forest Road
Martinsville, IN 46151

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.

***NOTE:** This Cooperative 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. This agreement is not an instrument of the FSM 1580 and does not meet requirements outlined in the FSH 1509.11, therefore this agreement does not require Grants and Agreements review or processing.*

- 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. The STATE will audit the program periodically. FFP Standard Operating Procedures are in accordance with DoD and USDA Forest Service direction.

4. 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 Q 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.

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

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 DLA Disposition Services.

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

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.

DLA 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.

Federal Excess Personal Property (FEPP) - The Federal Excess Personal Property (FEPP) program refers to Forest Service-owned property that is on loan to State Foresters for the purpose of wildland and rural firefighting. Most of the property originally belonged to the Department of Defense (DoD). Once acquired by the Forest Service, it is loaned to state cooperators for firefighting purposes. The property is then loaned to the state forester, who may then place it with local departments to improve local fire programs. State Foresters and the USDA Forest Service have mutually participated in the FEPP program since 1956.

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.

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. FEPP is inventoried property until final disposition by the USDA Forest Service.

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 DLA Disposition Services Site. Also known as the Requisition Number.

Modification – The practice of splitting property into multiple items, e.g. a generator set with a trailer could be split into 2 generators and 1 trailer; also includes the practice of removing portions of an item, e.g. removing a dump truck bed from the dump truck in order to convert the item into a usable piece of fire equipment. Modification of items shall be documented in FEPMIS.

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.

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

[Return to Table of Contents](#)

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. All property should be reported to the STATE for disposal instructions.

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. All property should be reported to the STATE for disposal instructions.

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.

Screeners's Authorization - Identification used by non-Federal employees to gain access for on-site screening. A letter authorizing state cooperators to access DLA Disposition Services Sites and requisition and remove property; requires PMO approval.

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. All property should be reported to the STATE for disposal instructions.

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.”

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.

STATE – For Indiana **STATE** refers to the Indiana Department of Natural Resources-Fire Control Headquarters, 6220 Forest Road, Martinsville, IN 46151 765-342-4701

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\FEPP 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.

[Return to Table of Contents](#)

5. References

- a) DoD and DLA 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](#)

[Return to Table of Contents](#)

6. State Requirements

- a) Agreements require renewal at a minimum every 5 years or when a new signatory is appointed.

[Return to Table of Contents](#)

7. Role of the State Accountable Officer

- a) Implement cooperative agreements with the USDA Forest Service that outline terms and conditions of the loan of DoD Firefighter Property (FFP) and the assignment of FEPP.
- b) Create a comprehensive State Handbook, which will be forwarded to the USDA Forest Service Regional Office for approval/disapproval, and implemented in accordance with the regulations of the FFP\FEPP program. The State shall maintain the approved Cooperative Agreement and State Handbook on file.
- c) Receive and approve/disapprove applications for participation by a Fire Department to acquire FFP\FEPP property pursuant to the MOA.
- d) Identify Users/Recipients of FFP\FEPP, assuring qualifications and certifications are met to provide firefighting and emergency services. FFP\FEPP can only be distributed to an authorized fire protection or emergency service entity having an FDID number assigned by the Office of The Indiana State Fire Marshal. Any Fire Department operating without an FDID number will be required to provide documentation satisfactory to the STATE that shows they are a Fire Department as authorized by the State Fire Marshal.
- e) Sponsor Fire Departments (FD's) that want to actively participate in the program.
- f) Screen for property or assist with screening of property that will be used for firefighting or emergency service purposes.
- g) Enter into written agreements (COOP) 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\FEPP 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.
- h) Ensure the Department maintains current and accurate contact information for the Fire Chief, Excess Property Managers, Screeners, and appointed persons that manage the excess property assigned to the Department.
- i) Request for transfer only FFP\FEPP property that can effectively be used by Department or emergency services agency. Validating requests and accepting responsibility for property acquired.
- j) Administer, account for, use of all excess property.
- k) Ensure the Department establishes controls necessary to account for, manage, use, and dispose of said property.
- l) Ensure the Departments maintains periodic written and verbal contact with the STATE personnel to ensure their currency in all aspects of the FFP\FEPP programs, especially records and inventory accuracy, use, and overall program management.
- m) Maintain adequate records necessary to control FFP\FEPP. At a minimum, all file records will be retained for six (6) years three (3) months past the date of disposal or transfer. These records must provide an audit trail for all excess FFP\FEPP 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.
- n) Ensure the Department provides access to and the right to examine all records, books, papers, or documents relating to excess property to the STATE and authorized agents.
- o) Notify Screeners that the Department shall be responsible for identifying all Demil B & Q items. Disposal of Demil B&Q items will be coordinated with the STATE Excess Property Manager.

- p) Ensure Department maintains adequate insurance to cover damages or injuries to persons or property relating to the use of excess property. At a minimum Liability insurance will be maintained.

8. Use of FEPMIS

The Federal Excess Property Management Information System - FEPMIS is the official program management database for the FFP\FEPP programs.

FEPMIS is mandatory tracking for acquisition and assignments of FFP\FEPP and for tracking FFP\FEPP items requiring Demilitarization (Demil C, D, and F and for Sensitive B and Q items) until final disposal.

Departments will aid and assist with biennial inventories and the STATE will note updates in FEPMIS for tracked property. For departments with a designated FEPMIS user, instructions on how to use FEPMIS can be found on the [FEPP website](#) or by contacting your STATE Property Management Officer.

Chapter 10 - Acquisition

Contents

Acquisition Guidelines

FFPA/FEPP Acquisitions for Local Cooperators

Unique Property Requests

Demilitarization Required Items

**Screener's Authorization
 Screener Qualifications
 Screening Guidelines
 Screening DLA Disposition Services On-Site
 Electronic Requirements
 PMO Approval**

User Maintenance

**Removal of property from a DLA Disposition Services Site
 Justification Statement
 Receipt Requirements
 Identification of Property
 Safety
 Title to FFP Property**

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Titling – SF 97 Certificate to Obtain Title to a Vehicle

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

**Cooperative State Screening
 Acquisition Not on PMO Approved MILSTRIP
 Overseas Acquisitions**

1. Acquisition Guidelines

- a) Participants should be guided by the knowledge that this program is authorized to directly support fire and emergency services.
- b) FFP\FEPP 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\FEPP cannot be obtained for the purpose of warehousing/stockpiling, sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal local governmental entities budgets.
- e) FFP physical fitness equipment and fit for duty health monitoring devices may be acquired to ensure firefighting health standards and requirements. FEPP equipment is not authorized for this purpose.
- f) Fabricating materials, warehouse equipment, tools, and other items needed to distribute, maintain and ready property for fire use may be acquired dependent on the need of the Department as approved by the STATE.
- g) Acquisition requests will be reviewed and approved when appropriate by the authorized STATE official.
- h) The Environmental Protection Agency's definition of hazardous materials contains some items that are allowable as FFP\FEPP acquisition (antifreeze, motor oil, etc.). Caution is urged in obtaining bulk quantities of any liquid item since subsequent disposal may be extremely costly and will be the responsibility of the Department.
- i) Screeners-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 DLA Disposition Services. Any cost for disposal\return of items would be the responsibility of the Department.
- j) A list of Federal Supply Classification (FSC) codes indicating which property is authorized and may be acquired in the FFP\FEPP program may be obtained by contacting your STATE Excess Property Manager.

2. FFP\FEPP Acquisitions for Local Cooperators

- a) State Program Managers may acquire FFP\FEPP 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) FFP Physical fitness equipment and fit for duty health monitoring devices may be acquired 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\FEPP program before any property is assigned to the cooperator. A copy of the State Handbook will be provided.
- e) The Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as SASP or some other source.

3. Unique Property Requests

- a) Some property items have inherent uses that are not clearly identifiable as being needed in the FFP\FEPP program. Items requested in the categories listed below may require the Screener\Requestor to provide additional documentation or additional information justifying the need for the item.
 - 1) FSC 19 - Water Craft; only certain types of water craft are permissible and the intended use must be justified when a request is made.

- 2) 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.
- 3) FSG 32, 34, and 36 - Metalworking, and Special Industry Machinery; Items should only be requested for a facility that has fabrication ability.
- 4) 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.

4. Demilitarization Required Items

- a)** Acquisition of Demilitarization C, D, and F and Sensitive B and Q items (which require special handling) require the following certification on your Shipping Document or attached to the Shipping Document ensuring knowledge of the unique requirements associated with this type of equipment. See statements below for Demil Statement and Demil Statement for Gamma Goats and HMMWVs.

Indiana Department of Natural Resources

Demil Statement

“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 biennially.**
- 2) Location of property and condition will be reported and kept accurate in FEPMIS.**
- 3) A State property number will be used to identify the item.**
- 4) The cooperator\program participant 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.”

Indiana Department of Natural Resources

Demil Statement for Gamma Goats and HMMWVs

- 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 STATE\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 DLA 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 Department is responsible for the transportation costs associated with the return.

5. Screener's Authorization for on-site Screening.

- 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.
- 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.
 - 1) A copy of the Authorization letter will be sent by the PMO to the DLA 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.

6. Screener Qualifications-All Screeners

- a) Screeners must sign a Screeners agreement with the STATE. Agreement enclosed with this document.
- b) Persons selected to be a Screener 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.
- c) Screeners should have internet access and be computer literate.
- d) Screeners must be made aware that acquired FFP\FEPP must be put into service for fire and/or emergency use within 1 year and remain in service for 1 year.
- e) Screeners should use caution when screening FFP\FEPP with condition codes of unserviceable or scrap.
- f) Screeners can be paid or volunteer.

7. Screening Guidelines

- a) Read and understand the FFP\FEPP Standard Operating Procedures.
- b) Obtain/maintain access codes and passwords into the DLA Disposition Services website and FEPMIS.
- c) Shadow another Screener or request training on how to use the various websites.
- d) Identify department 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 agree to comply with all rules as specified by the STATE, USDA, and DLA.
- g) Comply with all security and other requirements when picking up property.
- h) Screeners should be cautious when acquiring liquids in barrels and drums.
 - 1) The Department 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.
- i) Screening privileges can be revoked at any time for not complying with the requirements of this document, the Cooperative Mutual Aid Agreement, or request made by the STATE.

8. Screening DLA Disposition Services On-Site

- a) To view property at a DLA 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 DLA Disposition Services Site prior to being authorized to screen on site.
- c) Notify the DLA Disposition Services office that you are screening for Activity (DODAAC). After signing in with the DLA 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 DLA 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 DLA 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 DLA 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 DLA 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. DLA Disposition Services 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.

9. Electronic Requirements

Guidance on how to Search and Order DLA Disposition Services excess property is available on line at: [DLA Disposition Services RTD - Reutilization](#).

10. Search and Select

Search the DLA Disposition Services website for available property. Assistance with Screening may be obtained by contacting the STATE Excess Property Manager. After request are made email fepp@dnr.in.gov with a list of DTID's that you have requested.

11. Modifying a Request

You may modify. If you modify a request please notify the Excess Property Manager of the modifications that you have made.

12. FEPP Manager Approvals

The Excess Property Manager must log into the FFP web application and roll-up request.

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

13. Walk-in

- a. The term "Walk-in" is used for customers (Screeners) who walk into the DLA 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.
- b. The Screener contacts the FEPP Manager and provides the DTID and quantity requested.
- c. The Excess Property Manager logs into the DLA Disposition Services Database and selects "Walk-in Form". The Excess Property Manager enters the pertinent data (ensuring a valid Supplementary Address Code is entered) if the property is on record and available.
- d. Once the item has been identified, the Excess Property Program Manager notifies the PMO that the Walk-in requires their attention.
- e. 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.
- f. The approved request will then be available at the DLA Disposition Services site for them to locate the issue document (DD 1348-1A) and process the Walk-in request.

14. PMO Approval

USDA FS Regional PMO must approve requests before being rolled up to DLA.

15. User Maintenance

Users should keep the State Excess Property Manager up to date on contact information.

16. Removal of property from a DLA Disposition Services Site

- a) You must schedule removal of property within 14 days of allocation\MILSTIP. The 14 days start at the time of allocation.
 - 1) Ensure that you contact the DLA Disposition Services site promptly, there may be instances where the property removal may not be scheduled within the 14 days due to circumstances of the state or the DLA Disposition Services site. Electronic issues can also cause an item to not show as allocated even if it is but the 14 day clock is running.
- b) Provide the DLA Disposition Services a written authorization via a “Letter of Authorization to Remove Property” (LOAR) from your office email address or via a facsimile. Contact the DRMO to obtain a blank copy of the LOAR that they require.

17. Justification Statement (Screeners)

- a) The justification statement is completed by the Screener and may be modified by the Excess Property 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 Excess Property Manager should not approve the request.
- b) The Screener 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 firefighting 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 firefighting; i.e. cranes, mixers, snow plows.
 - 9) Aircraft are not supported in Indiana.
 - 10) Water craft are normally not associated with firefighting, 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.

18. Receipt Requirements (Screeners)

- a) Within 10 days of receiving an item(s), the Screener must provide the STATE Excess Property Manager with all pertinent information about the items received including but not limited to:
1. Model and Serial numbers
 2. Manufacturer
 3. Year
 4. Pictures
 5. Copy of the signed DD Form 1348-1A \ SF122
 6. Quantity Received
 7. Unit of Issue
 8. Mileage\Hours (vehicles and equipment)
 9. Fuel Type and Number of Cylinders
 10. Transmission Type
 11. Any other pertinent data as required\requested.

19. Identification of Property

- a) All Excess Property should be marked with the appropriate property number (contact the Excess Property Manager for assistance) and your department's asset management tracking number.
- b) The Department should maintain a system of tracking excess property and be able to identify whether an item is FFP or FEPP. And understand the rules associated with each program. Departments may contact the STATE for assistance at 765-342-4701 or fepp@dnr.in.gov.

20. Safety

- a) It is the Departments responsibility to modify, use, and operate excess property in a safe manner.
- b) 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.
- c) 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.
- d) The Disposition Service will often require 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.

21. 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 in-service 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 in accordance with State of Indiana statutes for sale or disposal of government property.
 - 2) Title may be transferred to any U.S. citizen or entity for non-Demil items.
 - 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 Agreement 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 nearest DLA Disposition Services site equipped to receive the item, all associated costs are borne by the Department. The DLA 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 DLA Disposition Services site.
 - b. If item is in usable/repairable condition, the property may be transferred to another FFP authorized participant with guidance from the STATE.
 - c. The Recipient will render the item unusable and destroy it beyond use. The PMO\STATE 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 DLA Disposition Services site where originally issued. The cost of transfer or return will be borne by the State Agency. Indiana does not participate or support aircraft for local use.

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

- c) Request an SF 97 for DEMIL A and Q property only.
- d) An SF-97, Certificate to Obtain Title to a Vehicle, request must be submitted to the DLA Disposition Services site within 48 hours of the MILSTRIP authorization for FSGs 23, 24, 38, 39, and 42 items. The State Agency is responsible for notifying the DLA Disposition Services site what information is to appear on the SF-97 if agency or address information is not the same as the agency name and address assigned to the DoDAAC that is acquiring the item.
- d) Title and ownership of property does not pass to any private individual in their private capacity. Accordingly, such property should be maintained and ultimately disposed of in accordance with provisions in State and local law that govern public property.
- e) An SF 97 should be provided upon physical transfer for all DEMIL A and Q6 vehicles, and recipients are authorized to make upgrades and modifications to vehicles during the one (1) year conditional period.
- f) Full title to DEMIL A and Q6 property, including vehicles, will vest in the recipient after one year of use if all requirements of ownership transfer, as listed in this Handbook, have been met. Property with DEMIL A or Q6 should be placed in an archived status in FEPMIS upon meeting the one-year mark.

Once archived, the property is no longer subject to annual inventory requirements and will not be inventoried during Program Reviews.

- 3) After ownership transfers to a public body, the title may be transferred to any U.S. citizen or entity, cannibalized for usable parts, sold, donated, or scrapped.
- 4) DEMIL A and Q6 Trade Security Commission requirements must be met prior to transferring ownership from the receiving agency to an individual or company.

23. Cooperative State Screening

For future use.

24. Acquisition Not on PMO Approved MILSTRIP\SF122

- 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\SF122. All property accepted in connection with FFP\FEPP 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.

25. Overseas Acquisitions (Screeners)

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

Chapter 20 - MANAGEMENT OF FFP\FEPP

Contents

Management Oversight

Internal Controls

Training

Inventory Requirements

Identification of Property

Protection, Maintenance and Appearance

Modification

Clothing

Audit Trail

FFP Parts on Non-FFP Equipment

Subscription or Membership Fire Departments

Negligence with FFP\FEPP\FEPP

Safety

Availability of Parts

Insurance Coverage for FFP\FEPP

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.
- c) The Accountable Officer must make sure the integrity of the FFP program is intact through internal controls.

2. Internal Controls

- a) The Accountable Officer should have in place sufficient internal controls to prevent improper use of FFP\FEPP. These controls should include, but not be limited to:
 - 1) **Inventories:** Conduct biennial inventories of all federally inventoried FFP\FEPP, Demil and Sensitive items as required ensuring all property items are physically viewed and documented in FEPMIS.
 - 2) **Document Retention:** The State Agency and the Department will keep the following documentation on file and available for Reviews and Audits for 6 years and 3 months past the final disposition date.
 - a. DD 1348-1A
 - b. FEPMIS receipt (STATE)
 - c. Shipping Document with Users/Recipients signature – generated by the STATE in FEPMIS when the property is assigned.

- d. If an item is part of a lot, prepare a disposition document showing the quantity and type property assigned to each station. This applies when a department has multiple station.
 - 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. Demilitarization may only be completed as approved by the STATE\USDA.
 - 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 DLA Disposition Services site. Any transfer of excess property FFP\FEPP must be authorized by the STATE.
- 3) **New Accountable Officer:** When a new Department AO (Accountable Officer or Chief) has been assigned, the federal excess property inventory must be reconciled by the new AO.
- 4) **State Reviews and Audits:** The Accountable Officer or designated person is required to assist the STATE\USDA with all reviews and audits. This is usually done every other year.

3. Training

- a) State, Federal, and Department managers should assure themselves that personnel who manage or otherwise work with FFP\FEPP are properly trained and have a current copy of the State Handbook.
- b) Guidance on how to Search and Order DLA Disposition Services excess property (for Screeners) 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.”

4. Inventory Requirements

- a) The USDA Forest Service and the State Forestry Agency has a special privilege in its management of FFP\FEPP 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\FEPP to assure the continued correlation between assets and records and to spot system errors that could cause lost or improperly disposed of items.
- c) Demil and Sensitive FFP\FEPP will be identified with a State assigned property number.
- d) Demil and Sensitive FFP\FEPP will be identified, located and inventoried in FEPMIS until final disposition.
- e) 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.
- f) 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 Department being declared ineligible for future acquisitions in the FFP\FEPP program.
- g) Accountability will be exercised through physical inventories, training, reviews, disciplinary action, equipment maintenance, identification tags, and recordkeeping.

5. Identification of Property

All FFP\FEPP 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\FEPP in a visible area. Items of a consumable nature do not need to be identified upon assignment.

6. Protection, Maintenance and Appearance

- a) The Department Accountable Officer shall require all FFP\FEPP be maintained and protected at least to the same standard as other Department equipment, implementing maintenance procedures that keep the property in good operating condition for the duration that the equipment is in-service. Equipment that is out-of-service should be properly disposed of. The STATE will provide guidance for proper disposal.
- 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/>.

7. Modification

- a) Most of the equipment used in this program was not originally manufactured for wildland fire protection. FFP\FEPP 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 modifications.
- b) FFP\FEPP may also be modified by vocational-technical schools, fire organizations, inmate crews, and commercial contractors. In these cases, ensure that no "trades" involving FFP\FEPP for work are involved.

8. Clothing

Acquire only clothing that is fire-protective. The State Accountable Officer must be satisfied that the clothing will directly support the Department's fire program

9. Audit Trail

- a) One of the important aspects in managing the FFP\FEPP 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\FEPP disposal documentation. The use of electronic forms and faxing of forms is permissible.
- b) The documentation process should begin when a MILSTRIP\SF122 is generated. Maintain a suspense file to hold copies of all acquisition documents.
- c) Proof that item has been placed into service should be provided to the STATE. Email notification, dated photos or signed and dated hand written statements may be used as proof of use.
- d) 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 sent to the STATE.
- e) 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. Departments should also assure that they keep accurate files on these items. The asset file will include:
 - 1) The MILSTRIP\1348-1a
 - 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 when applicable.
 - 6) PMO approval for Disposal.
- f) Form DD 1348-1A if item was returned to a DLA Disposition Services site, a Certified/Verified Mutilation document and the sale document of the scrap residue of the item if sale was authorized by USDA.
 - g) 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.

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 department purchased or publicly owned equipment that is in service by the fire department or fire district. Cooperative agreements, use requirements, and accountability standards apply.

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\FEPP equipment should be strongly encouraged to protect the entire community in a nondiscriminatory manner. This should work to the benefit of all, in reducing fire insurance premiums and providing good community relations. 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\FEPP should not be subsidizing free enterprise by issuing FFP\FEPP to any fire department that uses it to make a profit; for example, by leasing or contracting their primary equipment to the State or USDA Forest Service for a profit while using FFP\FEPP to "cover" their protection responsibilities.

12. Negligence with FFP\FEPP

- a) When FFP\FEPP is lost, damaged, or stolen, the STATE shall make a determination if there was negligence on the part of the Department.
- b) Negligence: The failure to abide by State or Federal rules and regulations.
 - 1) Repeated instances of negligent damage to FFP\FEPP by employees of any Department, Recipient/User of FFP\FEPP may be cause for the USDA Forest Service to suspend further acquisitions by the State for that entity until the reasons for the negligence are identified and steps taken to prevent further instances.
- c) Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FFP\FEPP property in one's custody in reckless disregard of the consequences of the actions.
 - 1) If the STATE determines that there is apparent gross negligence on the part of the Department, the findings plus all supporting documentation shall be reviewed for a final determination.

- 2) If the final determination is one of gross negligence, the Department shall be suspended from acquiring any additional FFP\FEPP items for 6 months.
- 3) A second case of Gross Negligence will prevent the Department from participating in the FFP\FEPP program indefinitely.

13. Safety

- a) The USDA Forest Service and the State forestry organization have a responsibility to see that all FFP\FEPP 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/>.

15. Insurance Coverage for FFP\FEPP

- a) Cooperative agreements between the State and fire districts\departments require that liability insurance be carried. Methods of insuring FFP\FEPP vehicles include:
 - 1) Insure FFP\FEPP vehicles under a county-wide policy.
 - 2) Insurance provided by Risk Management Divisions within the state that offers insurance to State-operated vehicles and sometimes to fire districts or departments.
 - 3) Through Firefighter organizations that offer insurance to fire organizations.

Chapter 30 - DISPOSAL

Contents

Need for Disposal

Transfer

Return to DoD

Total Destruction

Disposal of Property with Special Handling Requirements

1. Need for Disposal

- a) Department's that need to dispose of FFP\FEPP should contact the STATE 765-342-4701 for disposal guidance.

2. Transfer

- a) Only usable or repairable property may be transferred.
- b) Departments that need to transfer FFP\FEPP should contact the STATE 765-342-4701 for guidance.
- c) The STATE may transfer FFP\FEPP to another authorized Recipient/User within their state.
 - 1) The STATE will 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.

3. Return to DoD-Any return of Excess Property should be coordinated with the STATE

- 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 DLA Disposition Services site equipped to receive the item at no charge to the Department.
- c) In FEPMIS, the State Agency will create a change of status when a Department would like to return an item to the DoD.
- d) Once the PMO approves the return in FEPMIS, the FFP\FEPP Manager will be directed to create a DD1348-1A.
- e) The Department will schedule an appointment with the DLA Disposition Services site that they would like to return the property to.
- f) When the item is returned to the DLA 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 Departments file and an additional copy will be sent to the State Agency IDNR-Fire Headquarters.
- g) When the PMO receives the disposal copy they will remove the property item from the State\Departments FFP inventory.

4. Total Destruction

- a) In the event that total destruction is authorized for disposal of FFP\FEPP the STATE will coordinate and advise the Department on the correct procedures.

5. 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 the STATE IDNR Fire Headquarters.

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

- a) *Definition.* "Export-controlled items," as used in this statement of compliance, means items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774) or the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). The term includes:

- 1) “Items,” defined in the EAR 15 CFR 772.1. as “commodities”, “software”, and “technology.”
 - 2) “Defense Articles, Defense Services, and related Technical Data defined in the ITAR, 22 CFR Part 120.
- b) Sale or transfer of DEMIL A or Q6 property after the 1 year conditional holding and utilization period to non-FFP participants must be executed in compliance with U.S. Export Control Regulations.
- 1) Excess personal property may be export-controlled, regardless of the assigned DEMIL code and regardless of the Department or Agency that donates the property.
 - 2) DEMIL codes are not a substitute for export controls. They do not provide information on the export control of items.
 - 3) The Transferee is responsible for complying with U.S. export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).
 - a. This responsibility exists independent of, and is not established or limited by, the information provided in this statement of compliance.
 - b. The responsibility includes, but is not limited to, determining the subsequent transferee’s eligibility to receive such items in accordance with U.S. export control laws and regulations,
 - c. Information on the EAR and ITAR are at: <https://www.bis.doc.gov/index.php> and <https://www.pmdtc.state.gov>
 - 4) If Transferee has doubts about which regulation governs control of the item, they may submit a commodity jurisdiction request to the Department of State, Directorate of Defense Trade Controls to determine whether it is subject to the ITAR or EAR. Information on commodity jurisdiction requests can be found at: http://www.pmdtc.state.gov/commodity_jurisdiction
 - 5) If Transferee is sure the item is subject to the EAR, but needs help determining the correct Export Control Classification Number (ECCN), they may submit a commodity classification request to the Department of Commerce, Bureau of Industry and Security (BIS). Information on classification requests can be found at: <https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/classification-request-guidelines>
 - 6) For items subject to the EAR: Transferee is cautioned that prior to sale or transfer of items they should be familiar with their customer and intended end use of the items. Transferees must check prospective Transferees/buyers to ensure they are not on the Department of Commerce List of Parties of Concern (<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>) and the transfer/sale complies with the EAR, including 15 CFR Part 736. BIS Export Compliance Guidelines are at: <https://www.bis.doc.gov/index.php/forms-documents/pdfs/1641-ecp/file>
- c) The Transferee must notify all subsequent purchasers or Transferees in writing, of their responsibility to comply with U.S. export control laws and regulations.

– FFP\FEPP REVIEWS

Contents

Purpose of Reviews

Frequency of Reviews

Composition of Review Teams

1. Purpose of Reviews (Inventory Inspections)

- a) To verify inventory and compliance with program rules.

2. Frequency of Reviews

- a) Each Department be considered for a review at not less than 2-year intervals, more frequent reviews will be dependent on any deficiencies in the prior review.

3. Composition of Review Teams

- a) Reviews are performed by personnel from the STATE and or USDA Forest Service. The review team should include, as a minimum:

Chapter 60 - FORMS

CONTENTS

Source of Forms
 FFP\FEPP Forms and Reports
 Acquisition Forms
 Management and Use Forms
 Disposal Forms

1. Source of Forms

Forms are electronically generated in FEPMIS or at the DLA Disposition Services site.

2. FFP\FEPP Forms and Reports

Various forms are required in the FFP\FEPP 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.

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.
- b) **DD-1348-1A, Single Line Item Release/Receipt Form.** – Used by DoD to issue or receipt property within DLA Disposition Services.

4. Management and Use Forms

- a) **Shipping Document** - Used to document the issuance of FFP\FEPP to Users/Recipients of property. This form is generated in FEPMIS when a property item has been assigned.
- b) **Inventory Worksheet** – Used when conducting inventory of tracked FFP\FEPP. This form is generated in FEPMIS.
- 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. 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.

5. Disposal Forms

- a) **DD-1348-1, Single Line Item Release/Receipt Form.** – Used by DoD to issue or receipt property within DLA Disposition Services.
- b) **Mutilation Certificate** – Used to authorize the mutilation of Sensitive items. Any mutilation must be coordinated with the STATE
- c) **Scrap Metal Sale Contractors Agreement Form** – Used to sell authorized scrap metal.

Chapter 80 – Miscellaneous Aids

CONTENTS

Demil Codes

Condition Codes

Department of Defense Special Programs

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

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-Condemed; 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.

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.

Chapter 90 - TRAINING

CONTENTS

Training Materials

4. Training Materials

- a) USDA Forest Service publishes the FFP Standard Operating Procedures and the FEPMIS Training Guide.
- b) 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.
- c) Roscommon Equipment Center (REC) in Roscommon, Michigan has developed a number of useful studies and plans.

Enclosures

Contents

Authorized and Restricted FSC's
Screeners Agreement
RTD Screening Slides
Sample Shipping Document
Sample DoD 1348 form

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				
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										

6. Vehicle 97 Request Information

Screeners, some DRMO's require the use of a special form. You may need to call the POC and ask.

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: _____

Phone Number: _____

8. FEPMIS Sample Shipping Document

08/25/2010 08:57:59

FEPMIS

PAGE 1 OF 2

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.

9. Screeners Agreement

Indiana Department of Natural Resources Screeners Agreement for DoD Firefighter Program (FFP)

Screeners Agreement Page 1

The Indiana Department of Natural Resources (IDNR) is entering into agreement with the undersigned to screen for Excess Property. The intent of this program is to allow individuals to electronically screen and request FFP for the fire department that they affiliate with listed below. FFP can only be acquired by an authorized fire protection or emergency service entity having an FDID number assigned by the Office of The Indiana State Fire Marshal. Any Fire Department operating without an FDID number will be required to provide documentation satisfactory to the STATE that shows they are a Fire Department as authorized by the State Fire Marshal.

Excess Property disposition and ownership shall follow the guidelines in the States Excess Property Handbook and guidance as provided by the USDA and DoD Firefighter Program rules.

Below is a list of rules and guidelines that will be followed to remain eligible to screen and acquire FFP.

All screeners will be viewed as a representative of Indiana Department of Natural Resources (IDNR) and will abide by all rules specified by IDNR, USFS, and DoD with respect to screening excess property.

- A. All property requests must be approved by the states Excess Property Manager and the USFS.
- B. All FFP acquired will be assigned to the fire department stated in this agreement.
- C. All departments must sign a Cooperative Mutual Aid Agreement (COOP) between their department and the State of Indiana-Division of Forestry.
- D. All departments must have an application for firefighting assistance with the IDNR-Fire HQ at the time of any requests for Excess Property.
- E. Once approved and all necessary documents have been obtained, retrieval and transport of all items will be the responsibility of the Department. There is no reimbursement or payment allowed for costs accumulated for acquisition, lodging or transportation. This is strictly an opportunity for you to acquire equipment to benefit the fire department and the communities it serves.
- F. Most FFP is located at military or federal agency facilities requiring strict security clearances in advance. You will be required to coordinate security clearance and pick up times with the agency holding the property, usually a Defense Reutilization and Marketing Office (DRMO).
- G. Upon request of items in the Reutilization Transfer Donation (RTD) system the Screener should provide the Excess Property Manager with a list of the DTID's being requested. Please note that the RTD system will not notify the STATE that there are items awaiting approval that is up to the Screener. Request are time sensitive due to competition from other screeners across the country.
- H. Upon receipt of requisition- within 10 days of receiving an item(s), the Screener must provide the STATE Excess Property Manager with all pertinent information about the items received including but not limited to:
 1. Model and Serial numbers
 2. Manufacturer
 3. Year
 4. Pictures

- 5. Copy of the signed DD Form 1348-1A \ SF122
- 6. Quantity Received
- 7. Unit of Issue
- 8. Mileage\Hours (vehicles and equipment)
- 9. Fuel Type and Number of Cylinders
- 10. Transmission Type
- 11. Any other pertinent data as required\requested.

Screeners Agreement Page 2

- I. SF97 for vehicles\trailers-The Department Screener is responsible for notifying the DLA Disposition Services site what information is to appear on the SF-97 by preparing and providing to the DLA Disposition Services site a SF-97 Request Form within 48 hours of the requisition being received.
- J. Title-Upon receipt of the SF-97 the Department Screener will request title from the BMV within 14 days.
- K. Title-Upon receipt of the title the Department Screener will email a copy to the Excess Property Manager at fepp@dnr.in.gov.
- L. Screeners and chief officers must be familiar with the requirements associated with requesting Demil sensitive items. That is all Demil codes other than A or Q. Additional information on Demil sensitive items can be found in the State’s Excess Property Handbook.
- M. Any screener may have their screening privileges revoked at any time by IDNR-FHQ or USFS. Possible reasons that would result in privileges being revoked would include but not be limited to:
 - 1. Not following the guidelines outlined in this agreement or the State’s Excess Property Handbook.
 - 2. Abuse of privileges of any kind.
 - 3. Failure to comply with any rules that apply to all screeners. This would include common courtesies that are expected when conducting business as an authorized screener representing the State of Indiana.
 - 4. Failure to comply with security requirements at Defense Reutilization and Marketing Offices (DRMO’s) or any other government facilities.

Your signature below indicates that you have read and understand the rules of screening Excess Property and agree to comply with the guidelines stated in this agreement and the Excess Property Handbook.

Date of Signature_____

Screeners Name_____

Affiliation _____

Department County_____

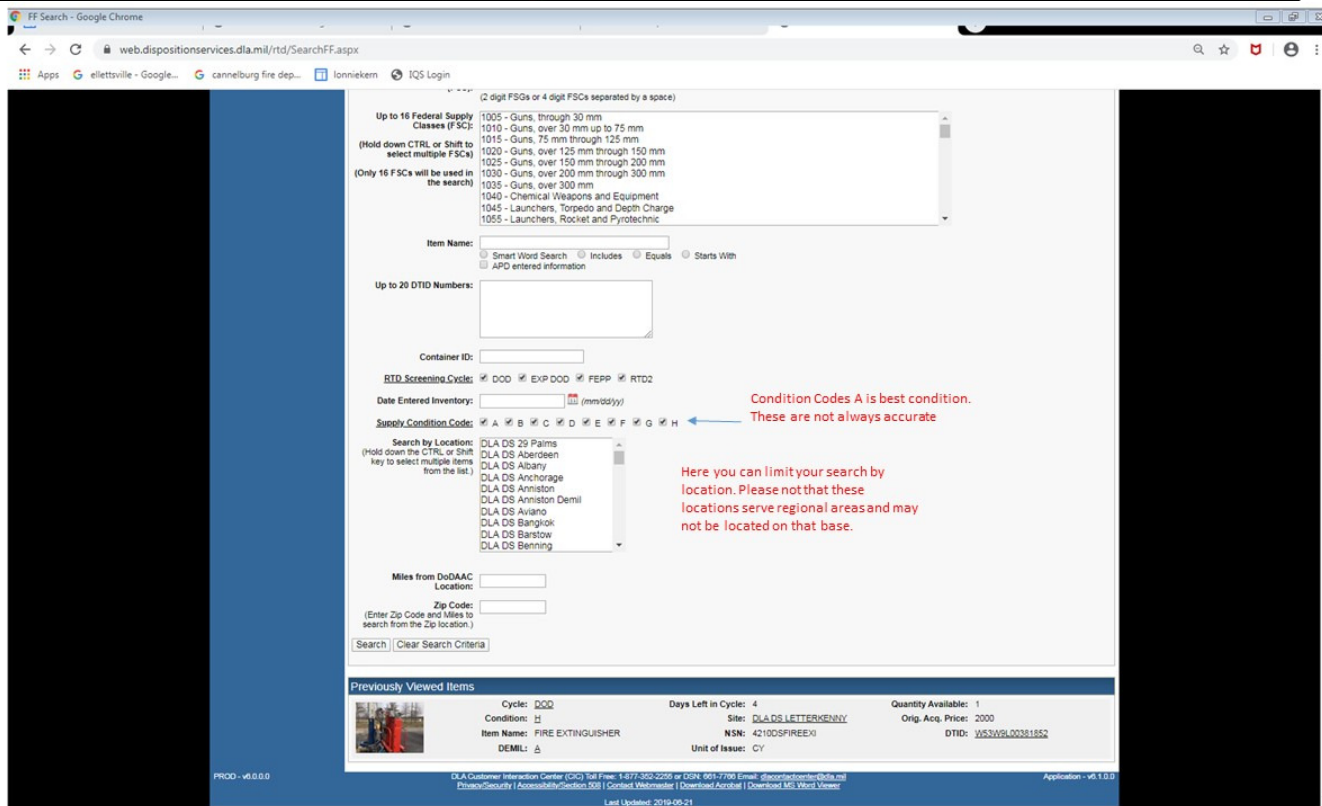
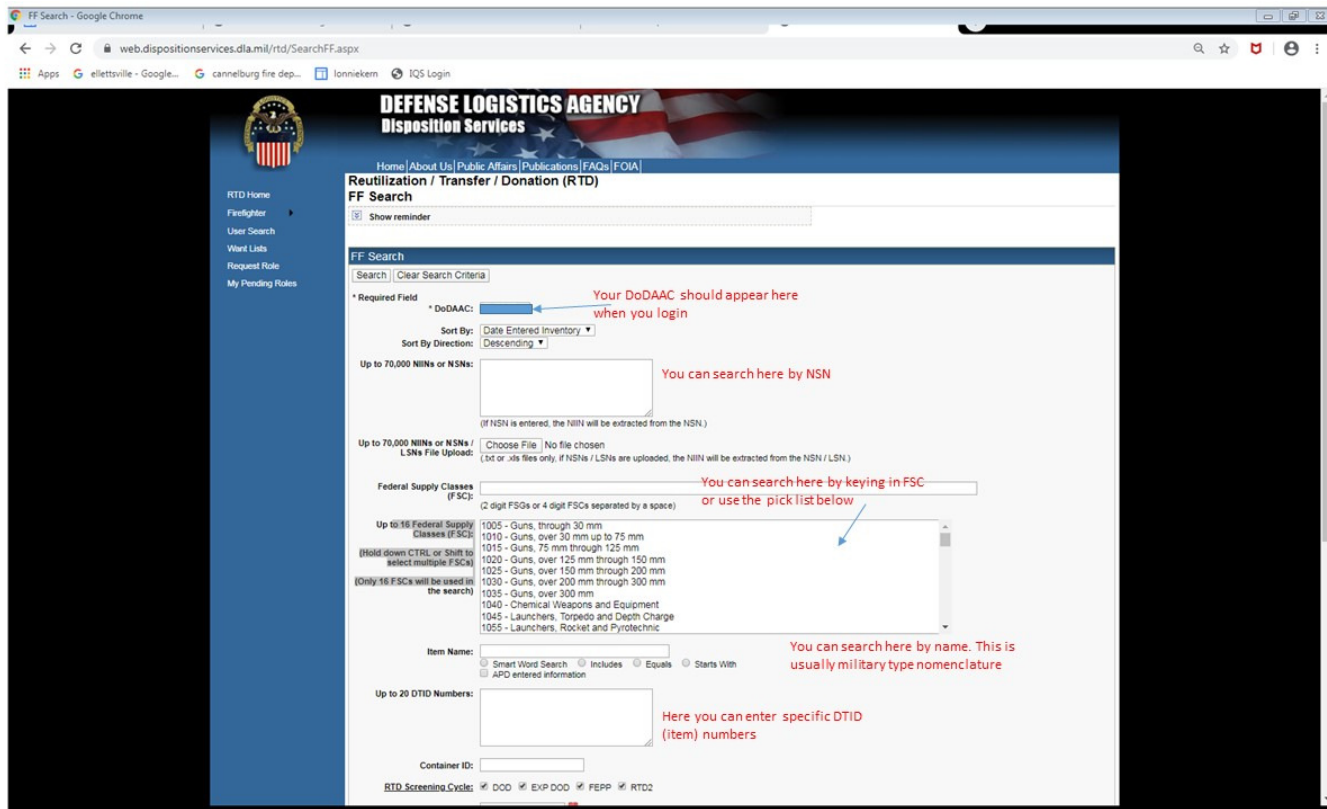
Signature _____

Fire Chief’s Name_____

Signature_____

10. RTD Screening Slides.

The series of slides below will assist you with the RTD screening site.



After entering search criteria click search and you should see results similar to the screenshot below.

To request an item click the shopping cart icon

Search Results

Download all 3 items

Sort By: Order: Sort << 1 >>


	Cycle: <u>DOD</u> Quantity Available: 1 Condition: E Item Name: SPECIALIZED SHIPPING AND STORAGE CONTAIN DTID: <u>W53W9L0057LW02</u> Warehouse Location: APLDW53W9LBD3331	Days Left in Cycle: 18 Integrity Code: Site: <u>DLA DS CRANE</u> NSN: 8145DSSHIPCON DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: Yes	Hazardous: <input checked="" type="checkbox"/> Container ID: Orig. Acq. Price: 400 Miles from Zip: 47 Date Entered Inv.: 3/9/2020 12:00:00 AM Expedited: No
	Cycle: <u>DOD</u> Quantity Available: 7 Condition: E Item Name: SPECIALIZED SHIPPING AND STORAGE CONTAIN DTID: <u>W53W9L0057LW01</u> Warehouse Location: APLDW53W9LBD3331	Days Left in Cycle: 18 Integrity Code: Site: <u>DLA DS CRANE</u> NSN: 8145DSSHIPCON DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: Yes	Hazardous: <input checked="" type="checkbox"/> Container ID: Orig. Acq. Price: 400 Miles from Zip: 47 Date Entered Inv.: 3/9/2020 12:00:00 AM Expedited: No
	Cycle: <u>DOD</u> Quantity Available: 2 Condition: H Item Name: LAWN MOWER, RIDING DTID: <u>W81JR893460028</u> Warehouse Location: APLDW81JR80USPFO	Days Left in Cycle: 3 Integrity Code: Site: <u>DLA DS CRANE</u> NSN: 3750DSLAWNRID DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: Yes	Hazardous: Container ID: 10100 Orig. Acq. Price: 47 Miles from Zip: 47 Date Entered Inv.: 2/6/2020 12:00:00 AM Expedited: No

Download all 3 items << 1 >>

Please note the download all items link. This will download a spreadsheet of the data associated with the items in the list. This is good information to have and is very helpful to me if you send it to me as an email attachment.

Add Item to FF Shopping Cart

Inventory Information

	Cycle: <u>DOD</u> Quantity Available: 1 Condition: E Item Name: SPECIALIZED SHIPPING AND STORAGE CONTAIN DTID: <u>W53W9L0057LW02</u> Unit of Issue: EA Warehouse Location: APLDW53W9LBD3331	Days Left in Cycle: 18 Integrity Code: Site: <u>DLA DS CRANE</u> NSN: 8145DSSHIPCON DEMIL: <u>A</u> Expedited: No	Hazardous: <input checked="" type="checkbox"/> Container ID: Orig. Acq. Price: 400.00 Date Entered Inv.: 03/09/20 MSDS:
---	---	--	---

DoDAAC: 2YF014

Quantity Requested: **Adjust the quantity requested and "Save To Cart"**

Justification (required, 500 characters max):

Home | About Us | Public Affairs | Publications | FAQs | FOIA

Reutilization / Transfer / Donation (RTD)

FF Search Results

Show reminder

[Return to Search](#) **This screen lists the items in your cart. When you are done adding items to the cart you will need to click the [Check Out] link to proceed.** Previous Searches: 1

FF Shopping Cart [\[Check Out \]](#)

You Have 1 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	W53W9L0057LW02	DLA DS CRANE	2021	1	DOD	18	SPECIALIZED SHIPPING AND STORAGE CONTAIN	8145DSSHIPCON	E	A

Search Criteria

At [Check Out] review your items and quantities and click "Submit Requisition"

Reutilization / Transfer / Donation (RTD)


FF Shopping Cart

Show reminder Previous Searches: 1

FF Shopping Cart

Customer must arrange for transportation of property items.

*** Required field**



[Remove From Cart](#)

*** Justification:** Items to be used to support the mission of our local fire department

*** Quantity:**

Unit of Issue: EA

Container ID:

Item Name: SPECIALIZED SHIPPING AND STORAGE CONTAIN

Site: [DLA DS CRANE](#)

NSN: 8145DSSHIPCON

DTID: [W53W9L0057LW02](#)

Condition: E

Quantity Available: 1

Expedited: No

Date Entered Inv.: 03/09/20

Orig. Acq. Price: 400.00

DEMIL: A

Cycle: [DOD](#)

Walk-in Requisition (Customer is on site and wants to remove items the same day)

After check out you can see your requests on the **Reutilization, Transfer, Donation Home** page. You can click on a Requisition Number to see the status and history of that request.

Requisition Status						
Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Up
2YF01400702021	03/10/20 10:04	W53W9L0057LW02	SPECIALIZED SHIPPING AND STORAGE CONTAIN	1	Request submitted	03/10/20
2YF14200507312	02/19/20 16:08	SB520100380AAB	TRAILER	1	MRO has been confirmed by depot	02/24/20

Requisition Item Details - Google Chrome

web.dispositionservices.dla.mil/rtd/ItemDetails.aspx?dtid=W53W9L0057LW02&ric=SVQ&r=2522221

Apps ellettsville - Google... cannellburg fire dep... tonniekem IQS Login

User Search
Want Lists
Request Role
My Pending Roles

Details for DTID: W53W9L0057LW02, Requisition Number: 2YF01400702021

Current Request Status: Request submitted

Below you can see a sample of the status for a requested item.

Requisition History for: 2YF14200507312

Transaction Date	Update User	Quantity	Action	Comments
02/24/20 18:04:10	EBS		MRO has been confirmed by depot	\nSales Order #: 2150155989\nrtd Screening Code: DOD
02/19/20 16:12:11	Sarah Webber	1	Request sent	Request sent to EBS
02/19/20 16:11:59	Sarah Webber	1	Approved by PMO	Approved by ESW0411.
02/19/20 16:11:47	Sarah Webber	1	Assigned for approval	ASSIGNED TO ESW0411 BY ESW0411
02/19/20 16:08:36	Lonnie Kern	1	Request submitted	Request submitted by ELK00028

Please remember this is a very competitive market and is first come first served so please send me an email when you make a request, that is this only way I will know that you have a pending item.