



Federal Excess Personal Property Program (FEPP)

Introduction

The purpose of this guide is to help DNR and Fire Protection Districts understand and work with the Federal Excess Personal Property program (FEPP). The program offers used federal property and equipment that are "recycled" back into service for use in firefighting.

FEPP benefits DNR and the state's fire protection districts (FPD) and fire departments by providing low cost access to existing property and equipment, ultimately improving the state's ability to fight wildfires while keeping costs down.

As of November 1995, the current inventory of FEPP equipment in Washington is about \$20 million if equipment is newly purchased.

As a user and administrator of FEPP, DNR has responsibilities to itself, the USDA Forest Service, fire protection districts and fire departments. Those responsibilities are:

To only obtain property that can be used for, or in direct support of, fire-related activities,

To be aware of the specific equipment needs of participating FPDs, fire departments and DNR regions/divisions and to work to equitably fulfill those requests,

To design a system which allocates property to those with the greatest need and ability to fully renovate and use it, and

To manage the program within guidelines established by the Forest Service. This includes designing and developing internal operating systems which are compatible with the Forest Service and, where applicable, the federal General Services Administration for the acquisition, use, inventory and disposal of FEPP equipment.

DNR Policies Correspond with USFS

This manual, "You and FEPP," is intended to supplement the USDA Forest Service "Federal Excess Personal Property (FEPP) Desk Guide." It is also intended to help DNR employees manage the FEPP program. DNR's FEPP policies and procedures agree with the Forest Service Desk Guide.

This FEPP manual also provides additional interpretation and DNR-specific procedures not included in the Forest Service Desk Guide. The following DNR committee developed this manual:

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The Resource Protection Division is grateful for their help.

If you have questions about, or ideas for improving this manual, please contact DNR FEPP Manager Bob Bannon at (360) 902-1315.

Chapter 1 - How to Acquire FEPP Equipment

Section 1: Understanding FEPP Benefits and Limitations

FEPP's Importance Varies Among Participants

The role and importance of FEPP varies dramatically among DNR, FPDs, and fire departments.

FPDs and fire departments with small operating budgets rely extensively on FEPP equipment to carry out their basic mission. Those with larger operating budgets are less dependent on the program to support their mission and activities.

DNR does not, and will not, rely extensively on FEPP equipment to perform basic fire suppression. FEPP equipment is placed in the agency's Revolving Fund and treated as "niche equipment," thus filling the void for specialized equipment, or infrequently used equipment that would be uneconomical to purchase. As part of that system, replacement funds, through the agency's Revolving Fund, are not charged against FEPP equipment.

Three options are available when an existing piece of FEPP equipment can no longer be used:

Purchase a new agency-owned unit outright

Eliminate the use of that type of equipment

Obtain a replacement in kind through the FEPP program

IN KIND REPLACEMENTS

DNR Regional FEPP Coordinators or FPD officials (fire commissioner or fire chief) may request an in kind replacement whenever FEPP equipment already assigned to them becomes inoperable or too expensive to repair. In these cases, the region manager or FPD official would submit a written request for replacement to DNR's Resource Protection Division.

FEPP equipment used by DNR should only be used during fire season, and generally not for primary response or high routine use.

DNR's Goal: Eliminate Delays in Acquiring Equipment

Almost all equipment acquired for FEPP is located at one of three military bases in Washington. DNR personnel accredited by the Forest Service regularly inspect surplus equipment there.

When suitable equipment is located, DNR staff working as equipment screeners reserve, or freeze, the equipment for use in the program.

Unfortunately, there is no schedule or advance warning for determining when suitable equipment will become available for freezing. In addition, competition for acquiring federal excess equipment is fierce.

For DNR to succeed in meeting its own FEPP needs and those of local firefighting organizations, our strategy is to be "first-in-line" which means that we must eliminate delays in freezing and acquiring equipment once it becomes available.

Some Federal Equipment Is Excluded

Federal property management guidelines have restricted the acquisition of property which could previously be acquired under FEPP. This includes some equipment which is useful for fire protection.

As of November 1995, DNR may not acquire any of the following items:

Hazardous materials such as paint

Cement mixer trucks

Non fire protective clothing

Trash compacter trucks

Office machines, and furniture

Street sweeper trucks

Boom /cherry picker trucks

Truck mounted post hole diggers

Sawmills

Skidders

Equipment of this nature currently assigned to DNR regions, FPDs, and fire departments may not be replaced through FEPP when they become unusable.

Section 2: Identifying a Need and Requesting Specific Equipment

DNR Annually Establishes a Needs List for All Participants

By January 31 of each year, DNR is required to submit to the U.S. Forest Service a list of its equipment needs for the coming year. This benefits both agencies in assessing workloads and reducing delays in the acquisition and distribution of excess property.

DNR's needs list does not guarantee that requested items will become available, nor does it freeze equipment for use. However, it does constitute a Forest Service preapproval to reduce equipment acquisition delays when needed items become available.

All FEPP participants are encouraged to submit their requests to DNR to ensure that DNR's annual needs list is as accurate as possible.

How to Place Equipment Requests on the Annual Needs List

DNR regions/divisions, FPDs and fire departments can make their requests two ways:

DNR's Statewide FEPP Coordinator, based in Olympia's Resource Protection Division, will actively search and screen requested equipment. This person will also send consolidated lists to other screeners to alert them about needed items.

DNR region staff, working as local property screeners, can also receive equipment requests directly. The Division will notify fire protection districts to apply to ensure rapid delivery.

Fire Protection Districts Must Submit Written Requests

Large items, such as tenders, engines and tractors, require written justification from the requesting FPD. (See also: Justification of Need Statement, page 7.) Prior to awarding these kinds of large items, a screening committee made up of Resource Protection Division staff will evaluate each request.

FPDs deemed to have the greatest need and ability to use the item within the required time will be awarded the item.

All other "rolling stock," and other frequently requested items, such as pumps and specific fire equipment, will be awarded based on justifiable need.

Items which do not require justification will be awarded on a first-come, first-serve basis as advertised in the "Federal Excess Report," which is published by DNR's Statewide FEPP Coordinator.

Our goal is to provide equitable distribution of FEPP equipment, subject to the criteria listed above.

Regions Also Required to Submit a Written Request

Region managers requesting any item classified as "rolling stock" (a vehicle) through FEPP for DNR use are required to submit their request in writing to Resource Protection Division's manager. (See also: Page 8.)

Written request must include a short statement of need, including how the vehicle will be used, the length of time it will be used and the program to which the vehicle's use will be charged.

This request must also include, in their opinion, maximum program charges that would be justifiable to outfit, start-up and operate the equipment.

STATE OF WASHINGTON - DEPARTMENT OF NATURAL RESOURCES

FEDERAL EXCESS PROPERTY PROGRAM

JUSTIFICATION OF NEED STATEMENT

Report Number Item Number Fire District/Department

Item Description

What is the intended use?

How will acquisition improve efficiency/response capabilities of fire district/department?

List other federal/state/local fire protection agencies which will benefit from this acquisition.

Specifically, how will each agency listed above benefit from this acquisition?

Will this be: Addition Replacement

(If replacing, describe what is being replaced and why.)

Can item be refurbished and put into service within one year of acquisition?

Yes No If no, why not?

Anticipated response use (vehicle only): Initial Secondary

Anticipated emergency responses (emergency vehicle only): _____

Annual operating budget (in thousands): under 10 10-50 50-100 100-500 500+

Square miles protected: _____ Population protected: _____

(_____) _____

Submitted By Title Phone Date

Section 3: Details on How DNR Regions Request Needed Items for DNR Use

DNR divisions/regions will follow these steps to identify, then make a request for, specific items through the FEPP program. Those actions for each authority are in sequence as follows: (See also: Federal Excess Property Acquisition flow chart, page 10.)

DNR Region Manager

Sends an equipment request to the Resource Protection Division Manager.

After notification that equipment has been acquired, arranges with DNR's Statewide FEPP Coordinator to pick up the requested item at a specified distribution site (e.g., Olympia Compound, specified bases).

Resource Protection Division Manager

Approves or disapproves the acquisition request after reviewing an estimate of necessary "start-up" work, as developed by the requesting region or DNR's Equipment Maintenance and Operations Section.

Approves or disapproves a repair of equipment after reviewing the Motor Vehicle Technical Inspection form estimate.

DNR's Statewide FEPP Coordinator

Finds suitable equipment within the system, either by locating FEPP equipment already acquired by DNR, or by adding the request to the agency's "needs list" and making the new request known to all DNR screeners.

Sends suitable equipment to Equipment Maintenance and operations for start-up evaluation.

DNR's Equipment Maintenance and Operations Section Staff

Mechanics make an evaluation of start-up repairs and costs, which will be recorded on a Motor Vehicle Technical Inspection Report form.

The start-up evaluation will focus on necessary repairs which must be completed before use. These repairs are defined as those required to bring the equipment up to a safe, operable level, including the presence of safety equipment currently required by law.

Major repairs discovered after the initial inspection, but prior to the completion of the start-up phase, must be approved by Resource Protection Assistant Division Manager prior to starting repairs.

Every effort should be made in the evaluation process to reflect anticipated costs accurately. We all recognize, however, that initial repair costs are estimates only and that actual costs will vary.

Once approved by Resource Protection, equipment maintenance staff completes "start-up" repairs to an FEPP vehicle and attaches a copy of the repair order detailing actual repairs made, along with a billing invoice, to Resource Protection with copies to Equipment Maintenance and Operations if completed by the region.

At the top of Block 5 on the repair order, enter "For billing only" -- Resource Protection, Attention: FEPP Coordinator. Charge to program designated by the Resource Protection Division.

Staff completes the remaining items necessary to enter the vehicle into the DNR fleet:

Have vehicle weighed and acquire a weight slip.

Have the vehicle inspected by the State Patrol.

Send weight slip and State Patrol Inspection to Equipment Maintenance and Operations so they can issue license plates and registration.

Place decal, license plates, DNR FEPP ID TAG and registration on vehicle.

Section 4: Locating and Screening Federal Excess Property

How Federal Excess Property Is Screened

Property screening is defined as the visual inspection and evaluation of property to determine its value, usefulness and repairs needed to put the equipment to use. Screening is then followed by a request for acquisition.

Screening is conducted at three Washington military bases: Fort Lewis, Whidbey Island Naval Air Station and Fairchild Air Force Base. DNR is also authorized to screen for federal excess at military bases in other states and on the grounds of other federal office facilities.

Acting as an agent of the Forest Service, DNR is among the first group of agencies allowed to screen excess equipment. This allows DNR to compete on an equal basis with the Department of Defense, other federal agencies and federally-sponsored, state-administered programs (including the Drug Enforcement Program (RSLO) and the Drug Treatment Program (DTP)).

For DNR to be successful, we must be "first-in-line" on a regular basis. Delayed screening will result in equipment being acquired by other programs!

Who Screens Equipment for DNR

Anyone who screens for DNR must be approved and carded by the Forest Service and General Services Administration. Regardless of who does the screening, all screeners looking for items of statewide need will work from a list provided by Resource Protection. Screeners may also work from a local needs list for items requested by FPDs. All items on the local list must also appear on the statewide list.

DNR has the option of using the following kinds of screeners:

DNR's Statewide FEPP Program Coordinator (George Carnine as of November 1995) regularly screens excess equipment at Fort Lewis. He screens at other Washington military bases less frequently.

DNR Region FEPP Program Coordinators have currently been designated in several regions. When available, DNR will use regional screeners to access local FEPP equipment. Regions looking for equipment may send their needs list directly to the following designated screeners:

Whidbey Island Naval Air Station:

Bob Reis: Protection Forester, DNR Northwest Region

Fairchild Air Force Base:

Len Broderson: Fire Forester, Northeast Region

Eric Martinson: Fire Forester, Northeast Region

John Stuchell: Fire Forester, Northeast Region

DNR regional screeners have the authority to freeze equipment. DNR's Statewide FEPP Coordinator in Olympia will complete necessary approvals required by the Forest Service and General Services Administration, before equipment may be picked up.

Besides acquiring excess equipment for which a need has been identified, regional screeners are also authorized to pick up and transport items back to DNR's region office, or wherever the equipment will be kept. This reduces the region's shipping costs. In such cases, Resource Protection Division staff will complete all necessary paperwork and tag items requiring identification, then send to regions for vehicles acquired.

Screeners representing states other than Washington may also be used by DNR when necessary, which isn't often. Out-of-state screeners are usually employed on a contract basis.

Contract screeners may also be hired to help DNR acquire specialized property which cannot be obtained, or obtained in sufficient quantities, within Washington. In these cases, DNR may contract with an out-of-state screener to search facilities located outside Washington. **Only Resource Protection Division may authorize such contracts.**

Depending on the type, quantity and location of needed equipment, it may be in DNR's best interest to use a contract screener. Contract screeners evaluate property under the same program guidelines as DNR screeners, but charge and bill a screener's fee to the receiving agency. The screener's fee is pre-negotiated, usually 1 to 2 percent of the original acquisition cost.

Budget constraints usually prohibit DNR screeners from traveling to isolated locations outside Washington. Using a contract screener provides access to highly desirable items which otherwise could not be obtained. Fees for screening and transportation are paid by the requesting agency/FPD.

When using contract screeners, DNR Resource Protection Division staff will avoid the following pitfalls which may occur:

1. Abuse of screening privileges given insufficient monitoring of the contract screener by DNR staff.
2. Insufficient time, energy or effort by the contract screener to obtain needed items.
3. Low quality excess equipment which does not warrant the contractor's screening fees and shipping charges.

Prior to their work, each contract screener will:

1. Be approved and carded by the Forest Service and General Services Administration.

2. Have a pre-signed screener's contract with DNR specifying services to be performed and applicable screener's fees.
3. Be knowledgeable of the types of equipment being screened.
4. Be able to accurately assess the physical condition of each item, to warrant the transportation cost and screener's fee.
5. Be aware of the wants and needs of requesting agencies/FPDs.

During screening, the contract screener must strive to develop a working relationship with federal excess program staff, to screen at acceptable levels, and to submit true and accurate screener's fees to requesting agencies in a timely manner.

DNR Resource Protection Division staff provides program assistance and monitors job performance by the contract screener.

Section 5: Freezing and Picking up Approved Items

Freezing excess equipment, once located and screened, is a team process requiring action by numerous people. Those actions for each authority occur in sequence as follows:

All Property Screeners

Screeners employed by DNR, those under contract to DNR, as well as private and federal screeners, must:

Obtain a federal screener's sheet (Form 103) from the Defense Reutilization and Marketing Office (DRMO), and fill out the lot number, nomenclature, serial number and acquisition cost for each desired item.

Attach a federal strip identification tag to each item, which identifies the screening agency.

DNR's Statewide FEPP Coordinator

Following approval by the DRMO, completes Transfer Order Excess Personal Property Form 122, and then submits it to the Resource Protection Division manager (or designee) for approval.

Provides the Forest Service with written justification of any equipment which DNR seeks to acquire but which is not shown on the agency's annual needs list.

Resource Protection Division Manager

Approve federal property transfer Form 122 and then forward it to the Forest Service's property manager for Forest Service approval.

US Forest Service Property Management Officer

Review DNR's property request against the agency's annual needs list. The request is approved if the property meets FEPP program guidelines. The Forest Service then sends the approved form to the General Services Administration Area Utilization Officer (AUO) so the property may be released to DNR for pick-up. Reviews justification for items not on the annual needs list. May refuse acquisition if the proposed use does not meet program guidelines.

General Services Administration Area Utilization Officer

Notifies the responsible holding agency officer to release property to DNR.

DNR

Picks up and transfers the item following federal approval and completion of FEPP Program Participation Agreement by FPDs.

Chapter 2 - Operating and Using FEPP Equipment Chapter 2 Operating and Using

FEPP Equipment

Section 1: FEPP Equipment Used by DNR Must be Safe

Safety is DNR's number-one priority.

Federal excess equipment used by DNR is certified to be in safe operating order once start-up repairs are complete. It is expected that operators and pool managers will inspect federal excess equipment as a part of their normal activities and -- if a safety deficiency is detected -- will ground the vehicle until the deficiency has been corrected.

All federal excess property will be inspected at the pick-up point to make sure it is safe to move. Vehicles will meet all Washington State Patrol and Department of Transportation regulations before being driven on public roads or highways. This includes proper licenses and protective equipment. *Reference Supplement DNR Manual POL-7500 and all related procedures.*

If the vehicle does not meet safety requirements, it should be hauled to the location where it will be repaired. Other types of equipment should be inspected or be assigned as is and the receiving region reminded that the equipment must meet safety requirements. *Reference Supplement DNR Manual POL-7410, PRO-7410-1 & 2.*

Section 2: Operating and Maintaining Federal Excess Equipment

Restrictions on How FEPP Equipment May Be Used - General

Federal excess property may only be used by firefighting organizations for activities related to, or in support of, fire protection activities. In addition, fire districts are permitted to use federal excess property in support of emergency medical services (EMS) or hazardous materials response (HazMat) activities. This exception has been granted due to the increasing role of fire departments in these activities across the state. Our agreement with the Forest Service requires that non-fire, EMS, and HazMat use of rolling stock and aircraft not exceed 10 percent of the total FEPP use. Violations may result in the violator being suspended from the program and the equipment retrieved.

Shop and office equipment acquired through FEPP are not bound by this restriction if used primarily in work areas with a fire protection responsibility. Other equipment, such as the sawmill at Olympic corrections center, have been categorically exempted by express permission of the Forest Service.

If in doubt about any equipment's non-fire use, contact the statewide FEPP Coordinator or manager before proceeding.

General Rules for Operating Federal Excess Equipment Used by DNR

Operating and maintenance costs are charged to Program 86P or other benefitting program code.

Equipment usage records are processed the same as other similar DNR-owned Revolving Fund equipment.

Fuel is processed the same as other DNR Revolving Fund equipment.

Equipment will be driven and maintained in the same manner as other DNR-owned Revolving Fund equipment.

General Maintenance Rules for DNR-Operated Federal Excess Equipment

Revolving Fund equipment rental rates are established the same as other DNR-owned Revolving Fund equipment.

Repair orders are processed the same as other similar DNR-owned Revolving Fund equipment. However, capital outlay repair orders are not authorized. All costs associated with additions, modifications, or upgrades to in-service federal excess equipment must be justified, approved and paid by Resource Protection Division benefitting program.

Invoices/field orders for normal repairs and services are coded to Revolving Fund Program 86P. If the total repair cost (parts plus labor) is expected to exceed \$1,500, or exceed the current value of the item, or exceed the price of a new item, region staff must contact the Equipment

Maintenance and Operations Manager, the Assistant Manager or an Equipment Analyst for authorization.

Painting of DNR-operated federal excess equipment is authorized only when the existing paint is camouflage or if the equipment is unserviceable because the existing paint is badly deteriorated, faded or peeling.

General Rules for Operating and Maintaining FEPP Equipment on Loan to FPDs

Once equipment is obtained by a FPD, they must follow the "Procedures for Start-Up Repairs/Painting." They will receive this from the FEPP Coordinator.

When FEPP equipment is received that must be registered (i.e., vehicles, trailers, motorcycles, etc.), the following items are required:

If the equipment has never been registered before, then it is required to have a Washington State Patrol Vehicle Inspection verifying the VIN.

Weight slip

Copy of Report of Excess Personal Property (form 122)

All above items are to be taken to the Department of Licensing for equipment registration. The FPD is the registered owner and the U.S. Forest Service is the legal owner.

Please note the following:

On the Vehicle Title Application, under Special Options, check the "No Title Issued" box. Also, in the remarks box write, "Use Tax Waived per DOR, Federally Owned/Loaned."

After receiving the registration, a copy must be sent to the DNR Property Inventory Clerk at: Department of Natural Resources, 8410 Martin Way E., Olympia, WA 98516-5810. Please record the equipment number on the registration.

All costs incurred by the FPD are the responsibility of the FPD. This includes costs from the painting, repairing, operating, and maintaining the FEPP equipment.

Chapter 3 - Maintaining Accountability for FEPP Equipment and Consumable Property

All federal excess property is on loan from the Forest Service. The title remains with the Forest Service until property is disposed of or returned. In all cases, accountability for federal excess property meets or exceeds the standards set for DNR property of the same category.

For additional details, see Reference Supplement DNR Manual POL-7330, PRO-7330-1 & 4; POL-7331 and DNR Parts, Tires, and Fuel Inventory Manual.

Section 1: How to Properly Identify and Tag FEPP Equipment

All federal excess property is identified by DNR with the exception of consumable property and property with an original acquisition cost of \$100 or less.

If the Original Acquisition Cost Was \$1,000 or More for FEPP Equipment That Is Not a Part or Component

A metal tag must be attached to the property identifying the item as federal excess property. The identification number must begin with the letter "F." For example F1P, alpha, numeric, alpha.

If the Original Acquisition Cost Was \$1,000 or More for FEPP Parts and Components

The identification number must begin with the letters "FAA" stenciled on the item.

If the Original Acquisition Cost Was \$100 to \$999.99 for FEPP Equipment That Is Not a Part or Component

The property must have an aluminum tag identifying the item as federal excess property and the identification number must begin with the letters "FE."

If the Original Acquisition Cost Was \$100 to \$999.99 for FEPP Parts and Components

The property must have an identification number beginning with the letters "FAB" stenciled on the item.

Section 2: FEPP Equipment Must Be Properly Inventoried

Since FEPP equipment is on loan from the U.S. Forest Service, all accountable equipment, parts, and components valued at \$1,000 or more must be listed in the Forest Service's inventory system. This system is known as the Property Management Inventory System (PMIS).

In addition, DNR's Equipment and Materials Management Section maintains the inventory of all accountable FEPP equipment on the DNR Equipment Management System (EMS). Specific procedures for maintaining FEPP inventory on EMS are the same as those for DNR property.

For additional details, see Reference Supplement DNR Manual POL-7330 and related procedures.

Washington State's FEPP program has been given permission to acquire a broad range of equipment for use by DNR and FPDs because of our excellent inventory controls. These controls

are intended to ensure that FEPP equipment is not misused or improperly disposed of. Failure to continue this level of control could result in suspension of the state program.

To maintain this level of control, three types of reconciliations are performed on a regular basis. These reconciliations are performed with the combined efforts of FPDs, DNR's Equipment and Material Management Section and Resource Protection Division and DNR regions.

For additional details see, Reference Supplement DNR Manual PRO-7333-1 & 2.

Physical and System Reconciliations

BIENNIAL 100% PHYSICAL RECONCILIATION

This reconciliation is performed on all equipment held by FPDs, DNR's regions and divisions. This reconciliation is done every two years during November of each even-numbered year. This process is initiated and overseen by Equipment and Materials Management.

ANNUAL 20% PHYSICAL RECONCILIATION

This reconciliation is performed on 20% of all FPDs each year. This is done on a rotational basis to include all FPDs within a five-year period. Equipment and Materials Management supplies the 20% listing to the regions for the districts within the regional area. It is each Regions responsibility to complete the physical inventory for each district on the listing and ensure that the program requirements for use, maintenance, painting, and title registrations have been followed.

INVENTORY SYSTEMS RECONCILIATION

Inventory Systems Reconciliation: Equipment and Materials Management performs an additional reconciliation between DNR's inventory systems and the U.S. Forest Service's system, PMIS. This reconciliation will be done biennially.

Section 3: FEPP Consumable Property Accountability

Consumable Property

Consumable property is defined as "expendable property." This includes personal property which is usually of small value or which, when applied to use, is consumed. The important consideration is that even these consumable or expendable items need to be accounted for. These items need to be tracked for appropriate use and, at any time, be accounted for on request. The primary consumable property being used within DNR use is raw materials.

GENERAL RULES FOR ACCOUNTABILITY

All federal excess raw materials will be carried on the Consumable parts Inventory System. Reference DNR Parts, Tires, and Fuel Inventory Manual.

Materials will be catalogued in the inventory system in like units (length of steel or aluminum).

Standard unit of material will be priced at fair market value. This value will then be used to determine if the standard unit meets inventory criteria level as defined by materials management.

All materials meeting inventory criteria will be placed in the consumable parts inventory under a separate parts inventory code at each location. (33 CCCC-Fed.32 Larch-Fed.)

Initial inventory receive document number/identifier will be "Begin 7/95."

Annual physical inventory is conducted each year per DNR Parts, Tires, and Fuel Inventory Manual.

Section 4: "Cannibalization" of FEPP Equipment

Cannibalization is the term used to describe the practice of disassembling unserviceable equipment to keep similar units in service. Most often the property in question is used military equipment, and major components cannot be obtained from any other source. **These rules apply in all cases:**

No FEPP equipment may be cannibalized without advance permission from the statewide FEPP Coordinator.

Parts will be used only on similar FEPP equipment. They will not be used on any non-FEPP equipment.

Once all serviceable parts are removed, the remaining property must be disposed of, or sold. For further information see Section 6 on Disposal.

Specific Procedures

REGION OR FIRE PROTECTION DISTRICT

Request authority to cannibalize by completing a "cannibalization" form. To obtain these forms, contact the DNR Property Inventory Clerk.

Completes cannibalization within the allotted time period after receiving approval from DNR's Statewide FEPP Coordinator.

Notifies DNR's statewide FEPP coordinator when cannibalization is complete. Disposes of remaining components as directed by DNR's Statewide FEPP Coordinator.

DNR'S STATEWIDE FEPP COORDINATOR

Completes cannibalization processes, including the Form AD-112, and submits to the Forest Service for approval. Follows procedures outlined in Section 20, FEPP Desk Manual.

Notifies the region or FPD when approval is granted.

Arranges for final disposal of remaining components.

Section 5: Lost, Stolen, Damaged, Destroyed, Vandalized, or Unauthorized Disposal of FEPP Equipment

If **any** FEPP equipment becomes lost, stolen, damaged, destroyed, vandalized or disposed of without authorization, DNR form HH-12, "Report of Lost, Stolen, Damaged, Destroyed, Vandalized, or Unauthorized Disposal" must be completed. (See also: Form HH-12, page 24.) If negligence is involved, the responsible program or district may be required to pay fair market value for missing items. (See also: FEPP Disposal Due to Theft or Loss flow chart, page 25.)

To obtain this form, contact the DNR Property Inventory Clerk. Once the form is completed, mail it back to the DNR Property Inventory Clerk. See sample form.

Section 6: Disposal of FEPP Equipment

The Department shall not dispose of any accountable FEPP, except in accordance with the procedures set forth in the USFS FEPP Desk Guide, Chapter 30.

All unserviceable FEPP equipment, or serviceable FEPP equipment that is no longer needed, shall be returned to DNR's Statewide FEPP Coordinator unless he/she agrees to other arrangements.

To dispose of FEPP equipment which is no longer needed, complete one of two forms:

If the FEPP has been cannibalized or is scrap, fill out DNR Form HH-15, "Request to Dispose-Accountable Items, Cannibalized-Scrap Items."

If the FEPP equipment is rolling stock in serviceable condition, fill out DNR Form RES, "Notice to Return-Accountable Property."

Complete either form and return to the DNR Property Inventory Clerk. These forms may be obtained from the Property Inventory Clerk. See sample forms.

DNR's Statewide FEPP Coordinator shall list the returned property.

Forest Service notifies GSA, who then decides whether to reutilize or sell. If returned property cannot be sold due to unserviceability or unusable through GSA, may be donated, transferred or destroyed.

Property which is unserviceable or no longer needed, shall be disposed of by transfer, donation, trade in, sale or abandonment/destruction.

(See also: Federal Excess Property Disposal flow chart, page 27.)

Appendix 1 - Duties of DNR's Statewide FEPP Program Coordinator

The Program Coordinator directly coordinates all ongoing program activities with federal agencies (Department of Defense, Forest Service, General Services Administration), state agencies (Department of Natural Resources, General Administration), fire protection districts and fire departments to:

Screen, acquire, identify, keep an inventory and monitor usage, maintenance and disposal of federally- owned property.

Comply with the DNR's FEPP Manual and USDA Forest Service directives.

Identify, develop and implement program guidelines and procedures to improve the working relationships between the state and federal programs which use and work under the FEPP program.

Program review: Identify problems, propose solutions.

Identify, develop, implement, modify and inform fire districts and departments of acceptable program guidelines for property acquisition, usage and disposal.

Identify, develop, implement or modify general property screening, acquisition, inventory, identification, transfer, usage, re-utilization and disposal procedures.

Appendix 2 - DNR Region Responsibilities for the FEPP Program

Inventory

Regions must receive and dispose of accountable equipment as outlined in the Supplement DNR Manual, PRO-7332-1 and the FEPP Desk Guide.

Regions should maintain accurate up-to-date records of the location and condition of each piece of inventoried federal property assigned to the region.

Agreements with Fire Protection Districts (FPDs)

Each region will assign one person to accept and process FEPP agreements between the FPDs and DNR (within DNR, usually the Fire Protection Forester or Operations Forester).

All agreements must be on the FEPP agreement forms as provided by DNR's Statewide FEPP Coordinator in Olympia.

All agreements must be approved by Olympia prior to execution and/or transfer of any FEPP equipment.

Regions should strive to ensure proper understanding by local DNR districts, as well as FPDs, of the rules governing acquisition, use, disposal, etc., of FEPP equipment.

Agreements with Other Agencies

Regional staff assigned responsibility for FEPP equipment should be careful when agreeing to cooperative use of FEPP equipment. Any agency use must be for fire suppression activities. See FEPP Desk Guide for specifics.

Appendix 3 - Equipment and Materials Management

Responsibilities of DNR's Inventory Section

Maintains files of all acquisitions, transfers, cannibalization, disposal and removal documents. Submits finalized documents to the U.S. Forest Service Property Management Officer or General Service Administration if required.

Assigns the identification for all accountable FEPP equipment, parts, and components. Maintains the inventory of all FEPP equipment including locations and status.

By December 15th of each year, designates the items to be physically inventoried. Provides each DNR region with a 20% listing of all accountable FEPP equipment assigned to their FPDs. Reports any discrepancies to the FEPP Program Manager and Coordinator. Reconciliation will be completed by March 15.

Within two years from acquisition, sends the inventory questionnaire to the FEPP user.

By November 1 of each even numbered year, provides each DNR region/Division/ FPD with a biennial listing. Report any discrepancies to the FEPP Program Manager and Coordinator. Reconciliation will be completed by July 30.

Reconciles the DNR FEPP inventory with the U.S. Forest Service's inventory every two years.

Obtains titles/registrations for rolling stock within DNR and assists FPDs when needed.

Maintains the integrity of all inventory systems and equipment logs and/or files.

Assists with periodic spot inspections of the Fire Protection Districts.

Responsibilities of DNR's Equipment Maintenance and Operations Section

Region Maintenance Shops

Perform routine maintenance and repair services.

Perform start-up evaluations as requested. Provides a copy of startup evaluation at the time it is prepared and submits it to DNR's Statewide FEPP Coordinator.

Completes approved start-up repairs as requested.

Submits "billing only" repair order to Equipment Management .

Olympia Maintenance Shops

Performs routine maintenance and repair services.

Performs start-up evaluations as requested. Provides a copy of start-up evaluation at the time it is prepared to Equipment Management Assistant Manager or designee, and copy to Resource Protection Assistant Division Manager.

Completes approved start-up repairs as requested.

Submits "billing only" repair order for invoicing.

Equipment Management

Establishes rental rates for FEPP equipment to be used by DNR to recover all normal operating costs.

Reviews all start-up evaluations to insure that all legal requirements are met for operation on State Highways.

Bills Resource Protection or benefitting program for all start-up costs and other repairs that are beyond routine maintenance and operation.

Appendix 4 - FEPP Program Processes

To ensure a smooth FEPP process, there must be good communication between the FEPP Coordinator, Equipment Maintenance and Operations, the DNR regions and the Fire Protection Districts.

DNR's Statewide FEPP Coordinator

Coordinates with the DNR FEPP Region Property Manager and the Forest Service's Washington State FEPP Coordinator as outlined in the Property Acquisition Assistance Handbook and DNR's Desk Guide.

Coordinates with regions and fire protection districts on updates and changes to existing policies and procedures.

On a regular basis, sends out the "Federal Excess Report" to FPDs and regions, showing available equipment. This report will outline how to "freeze items" and how to acquire all "rolling stock" equipment.

On a regular basis, sends out a report to FPDs, Forest Service's Washington State FEPP Coordinator and the regions showing equipment dispersed and recipients' names.

Works with Equipment Maintenance and Operations in acquiring and evaluating FEPP, as stated in PRO-7330 4 Acquiring Federal Excess Personal Property.

Will notify regions of program changes from USFS that need correction.

Equipment Maintenance and Operations

Works with DNR's Statewide FEPP Coordinator in acquiring and evaluating FEPP, as stated in Supplement DNR Manual PRO-7330-4, Acquiring Federal Excess Personal Property.

Each month, sends one complete copy of the District 96, 97, 98 inventory to the FEPP Coordinator.

Quarterly, sends a copy of each FPD's inventory to the appropriate FPD chief and Region Coordinator.

On the last work day of each month, sends a listing of all outstanding Property Transfer forms to the FEPP Coordinator.

Within the first seven work days of each month, prepares and sends a Personal Property Transaction Form to USFS Property Management.

Each year, sends regions the physical inventory forms for the 20 percent FPD inventory.

Initiates Biennial 100% Physical Reconciliation.**DNR Regions**

Must submit a written request from the region manager to receive FEPP rolling stock or "large" machinery (greater than \$5,000 original purchase price). (See Section 5.)

Send a "needs list" to DNR's Statewide FEPP Coordinator no later than December 15 of each year.

Annually, completes a 20 percent FEPP equipment inventory of their FPDs on forms supplied by Equipment Maintenance and Operations and returns inventory forms to Equipment Maintenance and Operations.

On a continuing basis, coordinates with FPDs concerning their needs and questions about the FEPP program.

Assists EMMS with follow-up action on Biennial 100% Physical Reconciliation.

Fire Protection Districts

Reviews the "Federal Excess Reports" that DNR's Statewide FEPP Coordinator sends out and follow instructions for "Justification of Need," how to submit "freeze requests" and other special instructions to be eligible to receive FEPP.

Keeps each DNR region's representative informed of their equipment needs. By December 1 of each year, submits their "needs" list to their DNR region.

When requested by DNR, inspects all FEPP assigned equipment. Completes inventory documents and submits to DNR or makes equipment available for physical inspection.