

GENERAL INTRODUCTION

2710

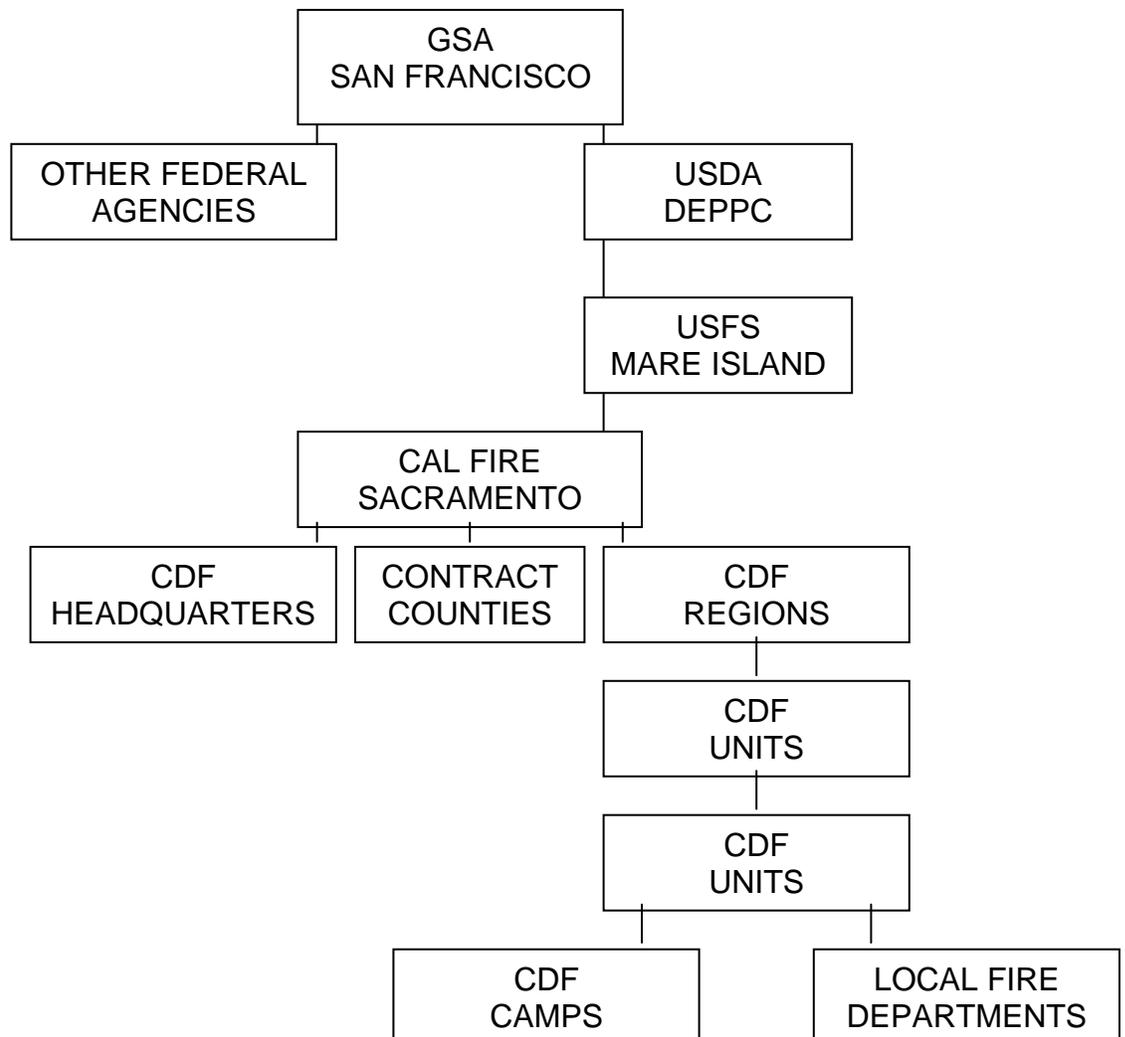
(No. 15 January 2001)

The Secretary of Agriculture authorizes and encourages the loan of Federal Excess Personal Property (FEPP) to the California Department of Forestry and Fire Protection (CAL FIRE) and to local fire agencies under the Federal Property and Administrative Services Act of 1949 and the Cooperative Forestry Assistance Act of 1978. Federal property is declared excess when it is no longer needed by a federal agency. The excess property is then offered for loan to CAL FIRE through a cooperative agreement with the USFS, which governs the acquisition, management, usage and disposal of FEPP. For detailed information refer to the Forest Service Manual, Property Management Regulations 6410 and the Forest Service Handbook 3109.12. CAL FIRE is authorized to screen for federal excess property at the same level as the United States Forest Service (USFS). Without this authority CAL FIRE would not be able to acquire **excess** property.

REPORTING ORDER OF FEPP

2710.1

(No. 15 January 2001)



ACRONYMS

(No. 15 January 2001)

2710.2

AO – Accountable Officer – RU or Contract County Chief

APO – Accountable Property Officer – FS property manager

AUO – Area Utilization Officer – GSA property distributor

BSO – Business Service Officer – State Regional property coordinator

CAL FIRE- California Department of Forestry & Fire Protection

CC - Contract County

DEPPC – Dept. Excess Personal Property Coordinator (USDA)

DLA – Defense Logistics Agency – manages DRMO's

DRMO – Defense Reutilization & Marketing Office

DRMS – Defense Reutilization and Marketing Service - DLA

FEDS – Federal Excess Data System - GSA

FEPMIS – Federal Excess Property Management Information System

FEPP – Federal Excess Personal Property

FLO – State Forestry Logistic Officer

FPM – Federal Property Manager

FPMR – Federal Property Management Regulations

FS – Forest Service

FSH – Forest Service Handbook

FSC – Federal Supply Class

FSCAP – Flight Safety Critical Aircraft Parts

FSM – Forest Service Manual

GSA – General Services Administration

LFA – Local Fire Agency

NFC – National Finance Center

NSN – National Stock Number

PMIS – Property Management Information System

PMO – Property Management Officer - Federal

SASP – State Agency for Surplus Property

SPM – State Property Manager

USDA – United State Department of Agriculture

USFS – United States Forest Service

DEFINITIONS

2710.3

(No. 15 January 2001)

Abandonment & Destruction (A&D)– The process used when the Forest Service determines the property has no value or the cost of handling exceeds the proceeds from sale. (FPMR 101-45.9)

Accountable Property – All FEPP on loan is accountable regardless of cost. All items are entered into the Property Management Information System (PMIS) and must be tagged with the FEPP property tag.

Accountable Officer (AO) – The State or Contract County Unit Chief who is responsible for all FEPP assigned to its unit.

Accountable Property Officer (APO) – The Forest Service Property Officer is responsible for the FEPP assigned to the State Forester.

Acquisition Cost – The original purchase cost of an item to the federal government. If this cost is missing, an estimated cost of a comparable item can be used; however add .99 to item to identify cost as an estimate.

Area Utilization Officer (AUO) – A GSA field employee whose primary function is equitable distribution of excess and surplus property. Assist agencies in locating property.

Automatic Release Date (ARD) –A GSA assigned date on which excess (federal) property becomes surplus (donated) property.

Blue Light Cycle – DRMO's cycle for expediting the disposal of federal property.

Cannibalization – The process used for the removal of any part from an item.

Contract County – CAL FIRE has six contract counties, Kern, Los Angeles, Marin, Orange, Santa Barbara and Ventura. CAL FIRE pays the counties to provide fire service in the county; and as a major cooperator, CAL FIRE extends the FEPP program to the county fire department.

Consumable Property – Items that will be used up, examples would be parts or components such as tires, batteries, transmissions, motors, office supplies, screwdrivers, fabricating materials, etc.

Cooperative Agreements – A written agreement between the State Forester and local fire districts or Contract Counties or the Forest Service that lists the terms and conditions necessary to obtain FEPP.

Defense Logistics Agency (DLA) – Manages the Defense Reutilization and Marketing Service.

Defense Reutilization and Marketing Office (DRMO) – Property office at military installations responsible for property disposal which includes reutilization to federal agencies, donation to local government agencies and public sales. Each DRMO is a subdivision of the DRMS.

Defense Reutilization and Marketing Service (DRMS) Headquartered in Battle Creek, MI; responsible for the reutilization, transfer, and disposal of Department of Defense excess property.

Department of Excess Personal Property Coordinator (DEPPC) – The USDA departmental clearinghouse of serviceable excess property.

Donation – After property is refused by all federal agencies it drops into the donation cycle. Title/ownership to the property is transferred to the qualified donee.

Durable Property – Property, which is frequently used and is expected to last more than one year, such as machinery.

Estimated Cost of Repair (ECR) – Estimate cost to repair or restore property to condition 4.

Excess Personal Property – Any personal property under the control of a federal agency that is not required by the agency in the discharge of its responsibilities, as determined by the agency head.

Exchange/Sale – The process used to receive authority to trade in or sell property and apply the proceeds toward the purchase of new or rebuilt equipment.

Expendable Property – Property that has an acquisition cost of under \$1,000 and is not inventoried.

Fair Market Value – Estimated sale price of the property on the open market.

Federal Excess Personal Property (FEPP) – Property acquired from excess for loan to the State Foresters for use in rural and wildland fire programs. The acronym may also refer to any property excess to a federal agency.

Federal Property Management Regulations (FPMR) – Federal regulations that must be followed to participate in the FEPP program. Includes regulations from FPMRs 101, Agriculture Property Management Regulations 104 and the Forest Service Property Management Regulations 104G.

Federal Supply Class (FSC) – The first four digits of the national stock number.

Federal Supply Group – The first two digits of the national stock number.

Federal Excess Property Management Information System (FEPMIS) - The Forest Service database available to State FEPP Managers for automating all records, documentation, and audit processes involved in acquiring, managing, and disposing of FEPP.

Fire & Aviation Management (F&AM) – The Forest Service staff group which administers the FEPP program.

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

Fixed Price/Negotiated Sales – Authority granted to GSA under Public Law 100-612 to sell government exchange/sale property at negotiated or fixed prices.

Flight Safety Critical Aircraft Parts (FSCAP) – Any aircraft 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 an aircraft or an uncommanded engine shut-down resulting in an unsafe condition.

Forest Service Handbook 3190.12 (FSH 3109.12) – The FS handbook which contains operational direction for the FEPP program.

Forest Service Manual 6410 (FSM 6410) – Official Forest Service policy for personal property management, including FEPP.

Freeze – To place a hold on property indicating interest. A freeze does not reserve the property; multiple freezes may be placed on property. GSA allocates the final disposition of property based on date frozen and other priorities.

General Services Administration (GSA) – Clearinghouse for excess federal property.

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

Incidental Use – Unplanned usage of property which occurs without intention or calculation; subordinate and nonessential to the primary and defined mission.

Inventoried Property – Durable, non-component FEPP with an acquisition cost more than \$1,000 and sensitive property with an original acquisition cost of less than \$1,000. These items are to be formally recorded in PROP and physically inventoried every other year. On the national level, only motorized vehicles and trailers, which require a DMV license plate, are designed as sensitive.

Law Enforcement Support Office (LESO) – A division of DLA, which is responsible for coordinating the transfer of DOD property to state and local law enforcement agencies. Originally a drug-enforcement program, it is no longer restricted to that function.

National Stock Number (NSN) – The 13-digit identifying number used to distinguish federal property.

Loan Value - The fair market value less the salvage value. The Regional FEPP Manager and the National, Regional and State FEPP program managers will determine this.

NFC ID Number – A unique alpha-numeric designation for inventoried property. Required on inventoried and sensitive property. Assigned at the unit level. Most number begins with 11058 or AG000.

Negligence – The failure to exercise the care a prudent person exercises. Gross negligence is the intentional, willful, or senseless failure to exercise a reasonable degree of care to protect property in one's custody in reckless disregard of the consequences of the actions.

Ninety/Ten Rule – The requirement that FEPP be used at least 90% of the time within the fire program. Up to 10% incidental use is allowed.

Non-Inventoried Property – Durable, non-consumable property with an acquisition cost less than \$1,000 or components which must be installed in another item prior to use and property which is not designated as sensitive by the PMO. The property must be entered into PROP for reporting purposes, but is not subject to physical inventory requirements. Non-inventoried property must be tagged with the FS property tag and must be controlled in the same manner as state property and is subject to audit.

Non-Reportable Excess Property – Excess property not meeting the GSA reporting criteria which is determined by cost, condition code, and type. Federal agencies do not report non-reportable excess items to GSA and are responsible for the disposal of such items. This term is unrelated to accountability or inventory requirements in the FEPP program.

PROP – The Personal Property Subsystem of the USDA Property Management Information System (PMIS). PROP contains all FEPP records and is maintained by the FS.

Property Acquisition Assistance Handbook (PAAH)- Forest Service Handbook 3109.12 which gives policy and direction on management of FEPP on loan to State Foresters.

Report Number – The 14-digit number assigned to the Report of Excess (SF-120). The number consist of the 6-digit GSA activity address (FEDSTRIP) for your unit, 4-digit Julian date (1st digit is the year, then the julian date from the calendar), 2-digit Accountable Officer code and the 2-digit item number.

Reportable Excess Property – Excess property required to be formally reported to GSA because of cost, condition code, and type of property. The Forest Service makes this determination for all FEPP.

Rural Community – A rural community has a population of 10,000 or below. Term is defined for the State Fire Assistance Program.

Volunteer Fire Assistance (VFA) – A cooperative Fire Protection program through which assistance in organizing, equipping, and training is made available to fire departments in rural communities.

Scrap – Property that has no value except for its basic material content. Property in this condition should not be repairable or cost to repair exceeds value of item.

Screen – To look for excess property on-site or on-line or from excess property listings, catalogs or forms.

Screeners' ID Card – Identification card used by non-federal employees to gain access for on-site screening. The screeners' card must be approved by the State property manager and the federal PMO.

Sensitive Property – Property that costs less than \$1,000 and must be inventoried because of its susceptibility to loss, misuse, or theft.

Serviceable Property – Property that is reported as excess in condition codes 1,4, or 7. The FS will then report it as excess to DEPPC.

Single Cycle Screening – An accelerated method of screening property at a DRMO. There are four property cycles, federal, donation, blue light and sales. All federal agencies (this includes CAL FIRE & Contract Counties) screen at the same time.

State Agency for Surplus Property (SASP) – A state agency authorized to receive and distribute surplus federal (donation) property. CAL FIRE can acquire property from SASP; however there is a charge for the property and title would belong to CAL FIRE. The State Department of General Services manages the SASP office in California. Each state has an SASP office.

State Fire Assistance (SFA) – A cooperative fire protection grant program, which provides matching federal dollars to state foresters for the state prevention and control programs. CAL FIRE then disperses the funds to rural fire communities.

Unserviceable Property – Property in scrap or salvage condition.

Surplus Property – Surplus is property not required or needed by federal agencies. Surplus property is donated to SASP, Boy and Girl Scouts through GSA and title goes with the property. FEPP is **not** surplus property.

United State Department of Agriculture (USDA) – A department under the federal executive branch of government. The Forest Service is an USDA agency.

Warehousing – Managing stocks of consumable or component property by quantities of like items rather than by individual items.

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