

ACQUISITION SOURCES

2733

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Acquiring Property from GSA

Most FEPP will be transferred to USFS/CAL FIRE from other federal agencies and requires GSA's approval. GSA also has four Area Utilization Officers (AUO) in California to assist screeners. If searching for a specific item, it is helpful to contact the AUO and request the item. When the item becomes available the AUO will know of the screener's specific need and assist in securing the property.

FEPP can also be screened electronically. The GSA electronic program is called FEDS. To gain access to FEDS, an application must be completed which is available from the Federal Property Office in Sacramento. A modem will be needed to dial into FEDS. Additionally, assistance will be required from the appropriate IT coordinator to configure the screener's computer appropriately. The application process will require the screener to provide a password so GSA can authorize dial-in service. Passwords must **not** be shared with other users. When the Sacramento office receives the authorization from GSA, it will be sent to the screener with the log-in instructions. The FEDS program allows property to be screened; however, the freeze must be made by telephone to GSA's Area Utilization Officer (AUO).

Acquiring Property from Defense Reutilization and Marketing Office

DLA has various reutilization locations (DRMOs) where FEPP can be screened. Authorized federal screeners may screen in person at the DRMO or by accessing the DRMS Internet site located at: www.drms.dla.mil to screen DLA reutilization (RTD) excess property electronically. The screener does not need a special password to access the site if part of the CAL FIRE or contract county networks. When accessing the site click the statement "I am military, government, nonprofit, public service agency" which is the access to FEPP. The site may not recognize the screener's network IP address and it may be necessary to request a password while on line. If the network address is recognized or another password is used, click Transfer and link to the federal property available for transfer. The DRMS site provides a current listing of items as they are added to the system. A "sort" field can be created to find items in a particular location or according to condition of the property. Complete instructions and references for assistance are available from the web site. After placing the freeze, the DRMO should be contacted to confirm receipt of the electronic freeze. Then, complete an acquisition document, SF-122, obtain the unit chief's signature, and fax to Sacramento Property Office, 916-445-9838.

Telephone numbers and addresses of DRMOs are also found at the above Internet site.

Acquiring Property from the USFS

CAL FIRE determines availability of excess property in the USFS through the Forest Service property management office or other Forest Service contacts.

- Requests for FEPP from USFS are submitted using an STD-122, Transfer Order. When completing the SF-122, delete “GSA” in block three and enter “USDA-FS, 1323 Club Drive, Vallejo, CA 94592.”
- Orders are processed in the same manner as with GSA **except** USFS approves and sends the SF-122 directly to the holding unit. The Forest Service property management office sends the approved pickup order to the screener.

Acquiring Property From Other USDA Agencies

To determine the availability of FEPP from other USDA agencies, the Departmental Excess Personal Property Coordinator (DEPPC) publishes and distributes an Excess Personal Property Catalog accessible at: www.nfc.usda.gov/propexcs .

CAL FIRE and contract county units may request placement on the USDA's catalog mailing list by writing to the following address:

U. S. Department of Agriculture
Departmental Excess Personal Property Coordinator
Business Services Branch
Farmers Home Administration
1520 Market Street
St. Louis, Missouri 63103

To acquire property on the DEPPC list, contact the holding agency to assure the item is working and is exactly what is needed. Then call the DEPPC coordinator to freeze the item. Complete and submit a SF 122 to the Sacramento FEPP office which will forward it to USFS for approval. The USFS property management office will electronically enter the approved request to DEPPC, and the requester will be notified upon approval. If SF 122 is approved, follow instructions for pickup, delivery and receipt of property.

Acquiring Property from Federal Contractors

CAL FIRE may screen federally-owned property from federal contractors such as Aerojet, Lockheed and Lawrence Livermore Lab. To receive a listing of federal contractors contact GSA Reutilization Office in San Francisco.

Screeners - Screeners are staff designated to represent CAL FIRE and the Forest Service when visiting or communicating with federal agencies concerning FEPP. To become a CAL FIRE screener the employee must receive authority from the unit or contract county chief and attend a CAL FIRE/FS certified FEPP class. Each unit or contract county chief may designate up to five screeners. If additional screeners are needed, a written justification should be sent to the Sacramento FEPP office to explain the specialized need.

Screener's card - A screener must have an approved form GSA-2946, Screener's I. D. Card, to screen for excess property. To qualify for a screener's card, the individual must attend a FEPP training class. After completion of the screener class, a screener's card is signed and a picture of the applicant submitted to the Forest Service for issuance. CAL FIRE and contract county employee screener cards expire in two years. A screener must attend a class every two years.

Only CAL FIRE/contract county fire employees may qualify to screen for FEPP (local fire departments will not receive excess property screener's cards).

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)