

SAMPLE FORMS
(No. 15 January 2001)

2792

Forms for use in the FEPP program are as follows:

- Forest Service** **FS 3100-3, 3A and 3B (Federal Property)** - "Fire Use Only" labels used to identify federal excess personal property.
- FS 6400-N (Annual Report of Personal Property Furnished to Non-Federal Recipients)** - The report to be submitted annually to Washington, D.C., giving the total acquisition cost of each group of commodities acquired the previous year. Completed by Sacramento FEPP office.
- USDA** **AD-107 (Report of Transfer or Other Disposition or Construction of Property)** - Used only by USDA for transfers other than to GSA.
- AD-112 (Report of Unserviceable, Lost, or Damaged Property)** Use to report lost, damaged, or stolen property; to request authority to cannibalize property; or to request authority to trade in unserviceable property.
- Standard Federal Government Forms** **SF 120 (Report of Excess Personal Property)** - Used to report excess or unneeded property to DEPPC and GSA; also used to withdraw previously reported excess or to amend the original SF 120.
- SF 122 (Transfer Order Excess Personal Property)** Used to order excess personal property; GSA approval required.
- SF 122 (Receiving Copy)** - Document used to acknowledge receipt of property.
- GSA Forms** **GSA 1539 - Request for Excess Personal Property** - Used to alert GSA to excess property needs.
- GSA 2946 (Screener's Identification Card)** – Used to gain access to screening areas.

CAL FIRE Forms

FEPP Acquisition Plans - Prepared each calendar year by each unit/region participating in FEPP program. Used to estimate forthcoming needs for FEPP.

Justification Statement - Used when acquiring FEPP under the following circumstances:

- When not on the acquisition plan.
- When not apparent for fire program use.
- When quantities are high.

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

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