

FEPP REVIEWS

2793

(No. 15 January 2001)

FEPP reviews are conducted jointly with the USFS FEPP Manager, Property Management Officer, CAL FIRE Property Manager and the CAL FIRE Regional Business Service Officer. The purpose of the review is to identify areas of program weakness before they become problems and to prepare units in case of audit. The USFS and CAL FIRE conduct four reviews each year. The review will consist of an opening conference with the unit chief and administrative staff, check of property records and processes and site visits to track property that the unit has acquired. Site visits include stations, camps and local fire departments. Before departing the team will have an exit conference with the chief to discuss the findings. The USFS will prepare a letter of the finding and recommendations to improve the management of FEPP in the unit. The unit will prepare an action plan datelining each finding.

CHECKLIST

This list provides information for FEPP users to ensure maintenance of FEPP accountability:

- Check inventory and control procedures:
 - Are items identified correctly? Check the quantity, acquisition cost, NFC number, and location of item.
 - Are accountable and sensitive property items on PMIS?
 - Do State and PMIS records match?
 - Is a calendar of physical inventories scheduled?
 - Have differences between document records and physical counts been reconciled?
 - Have the files been established for SF 122, AD-112, and SF 120?
 - Has the assignment of property been determined at each location?
 - Has the acquisition plan been completed and followed?
 - Is the property received being checked against SF 122s?
 - Is FEPP being used properly; if not, is use documented?

- Check completion of documents:
 - Mathematical accuracy on forms.
 - Compare SF 122 to state property records and PMIS.
 - Compare SF 122 to physical inventory records.
 - Physically verify selected item from SF 122, including ID stickers and markings.
 - Compare physical count to inventory record.
 - Review acquisition documents for certification and justification.
- Review RCFP agreements for thoroughness and proper documentation.
- Determine if any unauthorized use is occurring.
- Review forms for thoroughness and proper documentation:
 - Are they current?
 - Are agreements being reviewed by units?
- Review reports and records on use:
 - Are security, fire, and safety measures being applied?
 - Are supplies being stored and used properly?
 - Are maintenance records being kept and monitored?
- Evaluate modification and cannibalization procedures:
 - Are documents prepared in advance?
 - Conduct a random sample of equipment.
- Check procedures on acquisition, use and disposal.

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

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

(see Forms or Forms Samples)