

ARKANSAS DEPARTMENT OF AGRICULTURE  
FORESTRY DIVISION

Rural Fire Protection

And

FFP



FORESTRY DIVISION

Standard Operating Procedure  
Handbook

## Definitions/Acronyms

- CA – Cooperative Agreement
- DEMIL – Demilitarization
- DF – District Forester within Forestry Division
- DLA – Defense Logistics Agency
- DoD – Department of Defense
- FD – Fire Department/Fire Protection District
- FEPMIS – Federal Excess Property Management Information System
- FEPP – Federal Excess Personal Property
- FFP – Fire Fighter Property
- FS – Forest Service
- FORESTRY – Forestry Division within the Arkansas Department of Agriculture
- Placed into use – FFP and FEPP items that have been acquired and require reconfiguration, refurbishment, painting, maintenance or repair will be considered to have been “placed into use” **as long as active steps** are being taken to make them available for bona fide fire protection, disaster relief or emergency service requirements.
- Placed into service – FFP must be maintained and protected, implementing maintenance procedures that keep the property in good operating condition for at a minimum of one (1) year after the item has been placed into service for firefighting or emergency medical service. Protection should be afforded from inclement weather, salt air, insects and rodents, vandalism, and theft. Military markings, paint patterns, and identification must be removed. Property must be painted and ready to use for its intended function to be considered “in service”.
- RFP – Rural Fire Protection office in Greenbrier
- USDA – United State Department of Agriculture

FD’s are welcome to visit the Greenbrier RFP site during normal business hours, Monday through Friday, with the exception of State holidays. FD personnel may be allowed to browse items in the warehouse for equipment for fire department use only. Items from the warehouse will be issued on a hand transfer form and must be signed by the FD fire chief or his/her appointed designee. Written authorization is required by the fire chief for anyone other than themselves to remove any Federal property. This authorization must be on file in the RFP office prior to property leaving the facility.

The RFP staff will answer questions as they arise. The DFs and field staff should relay the importance of communications at the District level relating to federal property concerns. The DFs and their staff should keep the RFP staff informed with respect to their FD’s status and needs.

The following information should serve Rural Fire staff, Forestry staff and Rural Fire Departments, as a set of approved standard operating procedures that are intended to provide direction in the FFP program.

## 1. FFP / RFP COOPERATIVE FUNCTIONS

### a. AUTHORITY

The DoD Fire Fighter Property (FFP) Program is authorized by 10 U.S.C. § 2576b, which provides for the transfer to State firefighting agencies of excess DoD personal property that is suitable for use in providing fire and emergency services.

The Economy Act, 31 U.S.C. § 1535, authorizes the FOREST SERVICE to distribute FFP as a service provided to DoD.

### b. OBJECTIVE

To ensure efficient rural community wildland fire protection, the ability to transfer ownership of FFP to state agencies.

### c. POLICY

State Foresters can acquire, use and transfer FFP after entering into a cooperative agreement with the Forest Service.

### d. RESPONSIBILITY

Administration of this Federal / State cooperative program is the joint responsibility of the Forest Service, Defense Logistics Agency, and State Foresters.

### e. PROCEDURES

The administration of Arkansas's FFP program will be the responsibility of the RFP Administrator. Daily operations of the FFP Program (acquisition, distribution, inventory, audit and records) will be the responsibility of the RFP Coordinator located at the Greenbrier RFP office. All activities of Arkansas's FFP program will be in compliance with the following federal regulations:

- i. FFP Standard Operating Procedures
- ii. Federal Property Management Regulation (FMR 101-102)
- iii. Defense Material Disposition Manual (DoD 4160.21-M)
- iv. Defense Demilitarization Manual (DRMS-I 4160.14)

## 2. ROLE OF DISTRICT FORESTER (DF)

- a. Forestry DFs and their staff shall be responsible for all FFP assigned to their District. All FFP items will be clearly marked with a cooperative Arkansas decal, a property tag, painted, housed, insured (if applicable) and inventoried yearly.
- b. Inspection of titled and non-titled FFP items consists of:
  - i. Ensuring the equipment is painted and in service (ready to fight fire or provide emergency services) within 6 months of issue.
  - ii. Completing an in-service form, signed and dated.
  - iii. Sending in service form to the RFP Coordinator.
- c. DFs and their staff will submit equipment requests to the RFP Coordinator whenever requests are received from FDs. This form may be obtained

from the RFP Coordinator, online, or from any Forestry county work center. The form is designed to be dated, and sufficient justification provided, to prioritize the requests, and give the RFP Coordinator the ability to distribute property according to greatest need and when the request was received. The request should be signed by the Fire Chief.

- d. Questions regarding requests should be directed to the RFP Coordinator.

### 3. ACQUISITION & DELIVERY OF FFP FROM OUT OF STATE

- a. Acquisition of FFP will be coordinated from the Greenbrier RFP office with the guidance of the RFP Coordinator and Administrator. Forestry field staff may be asked for support on a screening trip during times of need, only if prior approval from the respective DF has been granted to the RFP Coordinator. Forestry Travel Policy will be adhered to at all times.

### 4. OWNERSHIP OF FFP

- a. All property that can pass ownership, Demil A and Demil Q6 (with exceptions), will be required to be in service (painted and ready to do its intended job) by the FD within 6 months of issue from the RFP office. **A complete in-service form must be on file in the RFP Office.** Property shall remain in service for one year. The Fire Chief must contact the RFP Coordinator if property cannot be placed in service within the 6-month period or is not in service during the one-year period. The RFP Coordinator will make every effort to contact the fire chief to discuss the federal program guidelines and options. These items could be subject for return to RFP (or possibly to a DLA Disposition location). Cost of returning items may be absorbed by the RFP budgets ability, and at some point, could be incurred by the receiving FD.
- b. For Demil A and Q6 property, the FD will have conditional title to the property during the one-year period that property is conditionally transferred to them.
- c. Title and ownership of property does not pass to any private individual in their private capacity.
- d. All FEPMIS Assigned property that is lost, missing, stolen, or destroyed must be reported to the RFP Coordinator who will submit a report of circumstances to DLA through the Forest Service within 7 days.
- e. Sale or transfer of Demil A or Q6 property, put into service and after the one-year conditional holding and utilization period, to non-FFP participants must be executed in compliance with U.S. Export Control Regulations.
- f. Excess personal property may be export-controlled, Demil codes are not a substitute for export controls.
- g. The FD is responsible for complying with U.S. export control laws and regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).

- h. The responsibility includes, but is not limited to, determining the subsequent purchaser/transferee's eligibility to receive such items in accordance with U.S. export control laws and regulations.
- i. The FD must notify all subsequent purchasers or transferees in writing, of their responsibility to comply with U.S. export control laws and regulations.
- j. The Forestry will provide FDs receiving Demil Q6 a copy of the Export Control Regulations when property is issued. Once the fire chief signs the EUC Notification Letter a copy will be uploaded in FEPMIS prior to Q6 property being removed from Assigned status in FEPMIS.

## 5. DISTRIBUTION OF FFP

- a. As stated, the distribution of FFP will be the responsibility of the RFP Coordinator. All property will be issued based on priority established from a completed Equipment Request Form supplied by the Forestry staff or Forestry website.
- b. The Equipment Request Form should be routed through the Forestry field staff on each equipment request from a FD and submitted to the RFP Coordinator. Emergency requests will be submitted individually and accompanied with a letter of justification. **The importance of accurate and detailed completion of the Equipment Request Form cannot be over emphasized.**
- c. No FD will be issued property without a signed current CA and all FEPP and FFP equipment is in service, housed, and insured if applicable. It is the DFs responsibility to ensure the CA is current before sending a request for equipment for a FD to RFP.
- d. When property is issued to a FD, a copy of the shipping document and in-service form will be sent to the appropriate DF, their admin and the county work center. Reports of FFP assigned to FDs and FFP assigned to Districts are also available in FEPMIS to Forestry staff with a user ID and password. User ID and password may be obtained from the RFP Coordinator by request of the DF.

## **6. No property of any kind will be issued from the RFP Greenbrier office under the following conditions:**

- a. If the FD has any FFP that is overdue on the six-month placed in-service period (painted and ready to perform its intended use).
- b. If the FD has any FEPP property that is not painted, in service and insured (if applicable).
- c. If no current CA is on file.
- d. If the person is not authorized by that FDs specific fire chief.
- e. If the FD is no longer legally organized.
- f. If the FD is currently defaulted on an RFP Revolving Loan.
- g. If the FD is defaulted on Act 833 funding.

## 7. TRANSFERS OF FFP

- a. All FFP property must be utilized only by the receiving FD while on current inventory.
- b. All transfers of FFP will be completed on either a hand transfer or FEPMIS transfer with accompanying shipping document signed by the Fire Chief or their designee and the RFP Coordinator or their designee.
- c. It is strongly encouraged that the DF, field staff, and/or fire chief verifies that property is no longer on current inventory ***prior*** to disposal (by any means) of property.

## 8. AUDITS

- a. FFP is subject to Federal, State and Internal Audits.
- b. Each DF is responsible for ensuring that a 100% visual inspection of all FFP property assigned to their district is conducted. Discrepancies, updates and other changes will be brought to the RFP Coordinators attention.
- c. Internal audits will be conducted each year. The RFP Coordinator will accompany field staff and the DF on a 10% physical inspection of property within a selected district.
- d. All FFP property that is on inventory must have a cooperative Arkansas decal and a property number tag visible.
- e. FFP vehicles shall **never** exceed the GVWR recommended by the manufacturer for any reason.
- f. Arkansas may be subject to a Federal Audit at any time and the RFP Coordinator should be prepared for such an event.
- g. All FFP property must be accounted for and the in-service date documented in accordance with federal guidelines. Only materials designated as consumable will be removed from the system by a statement of use. This occurs on the first assignment transfer in FEPMIS. After the consumable items are assigned, they automatically drop off inventory. All other equipment locations are accountable. **Under no circumstances may FFP be sold or reduced to personal use by Forestry or FD Personnel, their families or by members or employees of either entity.**
- h. Cannibalization of property is at the option of the Federal government and **must be authorized in writing prior** to this activity. This process must be reviewed and submitted by the Forestry DF or their field staff to the RFP Coordinator. The RFP Coordinator will then review and submit to the US Forest Service for consideration. Written documentation from the RFP Coordinator and the Forestry Field Staff will include witnessing of such completed cannibalization.
- i. **Cannibalization of FEPP property to fix or repair FFP is NOT acceptable and will jeopardize the Excess Property Programs for the State of Arkansas.**
- j. Records of all property must be retained by the receiving FD and RFP Greenbrier office for a period of no less than 6 years and 3 months from transfer or disposal.

## 9. COOPERATIVE AGREEMENT (CA)

- a. A new CA must be signed anytime there is an updated version, State Forester change, Fire Chief change, or every 5 years.
- b. Current inventory for the FD from FEPMIS (both inventoried and non-inventoried) should be printed out to accompany the new CA.
- c. Attach inventory report to the CA so there is no question as to what equipment is FPP property and what the FD is responsible for. This should prevent accidental disposal or misuse by new FD personnel. It is recommended that an inventory is done while having a new CA completed. Be sure to update item information and inventory dates in FEPMIS after inventory is completed.