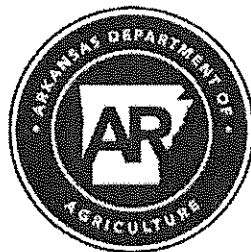


ARKANSAS DEPARTMENT OF AGRICULTURE
FORESTRY DIVISION

Rural Fire Protection

And

FEPP



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 – 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 – FEPP must be maintained and protected, implementing maintenance procedures that keep the property in good operating condition. Protection should be afforded from inclement weather, salt air, insects and rodents, vandalism, and theft. Military markings, paint patterns, and identification must be removed. If equipment is no longer in service and will not be put back into service, within 6 months, or is not capable of being in service, property must be returned to RFP. 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 the RFP staff, Forestry Staff and FDs, as a set of approved standard operating procedures that are intended to provide direction in the FEPP program.

1. FEPP / RFP COOPERATIVE FUNCTIONS

a. AUTHORITY

The Cooperative Forestry Assistance Act of 1978 SEC. 3. [16 U.S.C. 2102] RURAL FORESTRY ASSISTANCE authorizes the FOREST SERVICE to lend FEPP needed for rural fire protection to the STATE for their use.

b. OBJECTIVE

To ensure efficient rural community wildland fire protection, the ability to loan FEPP to state forestry agencies.

c. POLICY

State Foresters can acquire, use and dispose of FEPP after entering into a CA with the USDA FS. All FEPP is acquired with a 90% fire suppression and 10% unplanned emergency basis.

d. RESPONSIBILITY

Administration of this Federal/State cooperative program is the joint responsibility of the USDA FS and the State Forester.

e. PROCEDURES

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

- i. Federal Acquisition Assistance Handbook (FSH 3109.12)
- ii. Personal Property Management (FSM 6410)
- iii. Forest Service Property Management Regulations (FSH 6409.31, 104G-50)
- iv. Agriculture Property Management Regulations (FSH6409.31, 104-50)
- v. Federal Management Regulations (FMR 102-36)

2. ROLE OF DISTRICT FORESTER (DF)

- a. Forestry DFs and their staff shall be responsible for all FEPP assigned to their District. All controlled FEPP, items over \$5,000.00 in acquisition cost, will be clearly marked with a Forestry cooperative decal, a USDA property tag, painted, housed, insured (if applicable) and inventoried yearly.
- b. DFs and their staff will submit equipment requests to the RFP Coordinator whenever requests are received from FD's. 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.

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

3. ACQUISITION & DELIVERY OF FEPP FROM OUT OF STATE

- a. Acquisition of FEPP will be coordinated from the RFP office with guidance from 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 DF has been granted to the RFP Coordinator. Forestry Travel Policy will be adhered to at all times.

4. PICKUP AND DELIVERY OF UNUSED OR UNSERVICABLE FEPP

- a. All property should be returned to RFP by the FD according to the CA. Forestry field staff may support the return if the means to deliver the property is not available from the FD. This should only be accomplished after approval from the DF. On the occasion that property can only be removed by RFP transports, a Disposal Request Form must be completed and sent to the RFP Coordinator. This should only be scheduled after Forestry fleet budgetary status and scheduling obligations have been reviewed.
- b. All transportation consideration originating from the Greenbrier facility will be made by the RFP Coordinator or Administrator according to the standards set forth by the guidelines for the Greenbrier staff.

5. DISTRIBUTION OF FEPP

- a. As stated, the distribution of FEPP will be the responsibility of the RFP Coordinator. All property will be distributed based on priority established from a completed Equipment Request Form supplied by the RFP Coordinator, a Forestry county work center or the Forestry website.
- b. The Equipment Request Form will be routed through the Forestry county work center 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 completion of the Equipment Request Form cannot be over emphasized.**
- c. No FD will be issued property without a signed **current** CA. It is the responsibility of the Forestry field staff to verify the CA is current before sending a request for equipment for a FD. It is the DF's responsibility to ensure that a signed copy, by the fire chief and the DF, of the CA is sent to the RFP office.
- 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 FEPP assigned to FD's and FEPP assigned to District's, are also available in FEPMIS to Forestry Staff with a user I.D. and Password. A user I.D. 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 property that is overdue on the six-month placed in-service period (painted and ready to perform its intended use).
- b. If 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 FD's 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 currently defaulted on Act 833 funding.

7. TRANSFERS OF FEPP

- a. All usable FEPP property being turned back in can be considered for reissue. If reissue is approved, the shipping document will be created in FEPMIS by the RFP Greenbrier office.
- b. A shipping document must accompany **all** transfers of property. This will ensure the inventory is updated. Obtain signatures from both FD's and send a copy to RFP Coordinator and the DF.
- c. When equipment is being transferred from one FD to another FD the ranger (s) will obtain signatures from both FD's and send a copy to the RFP Coordinator and the DF.

8. DISPOSAL

- a. Disposal of property will be the responsibility of the RFP Coordinator.
- b. All disposals will occur at the RFP Greenbrier office, except for special on-site disposals.
- c. The disposal process will be conducted as stated in the Federal Acquisition Assistance Handbook (FSH 3109.12).

9. AUDITS

- a. FEPP is subject to Federal, State and Internal Audits.
- b. Annually, each Forestry DF is responsible for 100% visual inspection of all controlled FEPP assigned to their district. Discrepancies, errors and other changes will be corrected in FEPMIS. Certification date and item details may be updated by Forestry DFs and their staff using the FEPMIS System.
- c. Internal audits can be conducted at any time within districts. This audit will be random and accomplished by the RFP Coordinator or their delegate.
- d. All inventoried property may have a cooperative Arkansas decal and a USDA property tag with the property control number visible (as stated in the Forest Service Handbook).

- e. FEPP 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 FEPP must be accounted for and disposed of in accordance with federal guidelines. Only materials designated as consumable can be removed from the system by a statement of use. This will occur on the original transfer assignment in FEPMIS. After the consumable items are assigned, they automatically drop off inventory. All other equipment locations are accountable. **Under no circumstances may FEPP be sold or reduced to personal use by FD personnel or their families.**
- 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.

10.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 an inventory report to the CA so there is no question as to what equipment is FEPP property and what the FD is responsible for. This will help 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.
- d. If any FEPP property is involved in any accident, is lost or stolen, or misuse of equipment is noticed; the FD must notify the RFP Coordinator within 24 hours of knowledge of incident who will submit a report of circumstances to the FS within 7 days.