

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports**

Amendment: 3109.12-2012-1

Effective date: February 24, 2012

Duration: This amendment is effective until superseded or removed.

Approved by: Robin L. Thompson, Associate Deputy Chief

Date approved: February 16, 2012

Responsible Staff:

Last Change:

Superseded Document(s): 3109.12_Entire Handbook; 00--1 thru 06, January 1986; 10 thru 12.3, January 1986; 20 thru 23--2 January 1986; 30 thru 35, January 1986; 40 thru 47.1, January 1986; 50 thru 53.2, January 1986; 60 thru 63.3--23, January 1986

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

Digest: Following is an explanation of the changes throughout the directive by section.

Zero Code: Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter.

04: Clarifies areas of responsibility and adds references to the Federal Excess Property Management Information System (FEPMIS) as a tool developed to assist State cooperators in managing Forest Service personal property.

05: Adds definitions for the following terms: "Accountable Officer," "Acquisition Date," "Agency Acquisition Management System (AAMS)," "Change of Status," "Cooperator," "Demilitarization (DEMIL)," "Donee," "Emergency," "Expendable Property," "Federal Excess Property Management Information System (FEPMIS)," "Fire Program," "Flight Safety Critical Aircraft Part (FSCAP)," "GSA Xcess," "Incidental Use," "Inventoried Property," "Modification," "Mutilate," "Negligence," "Ninety/Ten rule," "Non-expendable Property," "Property Management Officer (PMO)," "Public Body," "Reimbursable Property," "Report Number,"

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports

Amendment: 3109.12-2012-1

Effective date: February 24, 2012

“Rolling Stock,” “Review,” “Screen,” “Separation of Duties,” “Technical Assistance,” “Transfer,” and “Unsalvageable Aircraft Part.”

Removes obsolete terms: “Exchange/Sale Property,” “Non-accountable Property,” “Non-reportable Excess Personal Property,” “Reportable Excess Personal Property,” and “Standard Price.”

06: Updates references to include Web hyperlinks.

10: Makes major editorial changes to fit organizational structure throughout the chapter. Revises direction for clarity and adds references to the Federal Excess Property Management Information System (FEPMIS) as the method for processing acquisitions.

20: Makes major editorial changes to fit organizational structure throughout the chapter. Revises direction for clarity, adds references to the Federal Excess Property Management Information System (FEPMIS) as the method of processing acquisition, management, and disposal of excess property, and adds direction for use of new form; FS-3100-9; Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

30: Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method to facilitate disposition of Federal Excess Personal Property (FEPP) property.

40: Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method to facilitate acquiring, managing, and disposing of excess aviation property. Adds direction for use of the form; FS-3100-9; Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

50: Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method of processing acquisition, management, and disposal of excess property. Adds direction for use of form FS-3100-9, Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

60: Makes major editorial changes to fit organizational structure, revises direction for clarity, and adds references to the Federal Excess Property Management Information System (FEPMIS) as the source for needed forms for Federal Excess Personal Property (FEPP) throughout the chapter.

62.1: Updates the requirements for the Annual Non-Federal Recipients report.

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports**

Amendment: 3109.12-2012-1

Effective date: February 24, 2012

63.1: Adds the FEPP Review Checklist exhibit.

63.2: Updates the disposal codes for FEPP.

Table of Contents

60.1 - Authority	5
60.2 - Objective	5
60.3 - Policy	5
61 - Forms	5
61.1 - Forest Service Forms	6
61.2 - U.S. Department of Agriculture Forms	6
61.3 - Standard Forms.....	6
62 - Reports.....	7
62.1 - Quarterly Report of Personal Property Sold by Other Than the General Services Administration	7
62.2 - Annual Aircraft Use Report.....	7
63 - Exhibits.....	7
63.1 - Exhibit 01: Federal Excess Personal Property (FEPP) Review Checklist	7
63.2 - Exhibit 02: Federal Excess Personal Property Disposal Codes.....	11
63.3 - Exhibit 03: Demilitarization Codes	12
63.4 - Exhibit 04: Exceptions to Reporting Excess Property to GSA	13

60.1 - Authority

1. Federal Management Regulation (FMR) 102-36.240, What are the Disposal Condition Codes? Disposal Condition Codes are identified (sec. 63.2 of this handbook).
2. FMR 102-36.220, Must we report all excess personal property to GSA? Directs all personal property with a few exceptions be reported to GSA for disposal (sec. 63.4 of this handbook).

These are the authorities for condition codes and reporting criteria.

3. Forest Service Handbook (FSH) 1309.14. This is the direction for the use of forms and reports in the acquisition, disposal, and management of personal property.

60.2 - Objective

Ensures the persons responsible for the Federal Excess Personal Property (FEPP) Program use the correct forms; file the appropriate reports; and apply the condition codes to the acquisition, use, and disposal of FEPP.

60.3 - Policy

Regional foresters and the Area Director shall make all the forms used in the Federal Excess Personal Property (FEPP) program available to the States. States shall use the forms specified in this handbook. Some of these forms are computer-generated through the FEPMIS database. All participants in the FEPP program are responsible for assigning accurate condition codes when disposing of property.

All FEPP transfers, disposals, and other management action transactions must be documented in FEPMIS and the appropriate forms generated by the program.

61 - Forms

The forms for the Federal Excess Personal Property (FEPP) program are in three series:

1. Forest Service (FS);
2. U.S. Department of Agriculture (AD); and
3. Standard Form (SF) (sec. 61.1, para. 2 and 3).

61.1 - Forest Service Forms

Required Forest Service forms for the FEPP program are:

1. Form FS-3100-11, Cooperative Agreement Between USDA Forest Service, (region name) And State of (State name/Department/Division) for use of Federal Excess Personal Property in the Cooperative Fire Protection Program. This is a standard agreement signed between the Forest Service and the State forestry agency outlining the requirements of the FEPP program.
2. Form FS-3100-3, 3a, and 3b, Federal Property-Fire Use Only. Use this label to identify Federal property. The form is available in 3 sizes, FS-3100-3/Large, FS-3100-3a/Medium, FS-3100-3b/Small. The forms may be ordered from the Beltsville Service Center at <https://www.bsc.usda.gov/newbsc2006/contact.asp>.
3. Form FS-3100-09, Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property. Use this form for cannibalization and modification of property and for deregistration of aircraft. This form is generated in FEPMIS.

61.2 - U.S. Department of Agriculture Forms

The required U.S. Department of Agriculture forms for the FEPP program are generated by FEPMIS.

1. Form AD-107, Report of Transfer or Other Disposition or Construction of Property. Use this form for transfers of property that do not involve the General Services Administration (GSA); for example, State to State, Forest Service to State, other USDA agency to State.
2. Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Use this form to report property rendered unserviceable, lost, stolen, damaged, or destroyed.

61.3 - Standard Forms

Required standard forms for the FEPP program are generated in FEPMIS.

1. Form SF-120, Report of Excess Personal Property. This form is used to identify property as excess; initiates reporting in the Agency Asset Management System (AAMS) and the General Services Administration (GSA).
2. Form SF-122, Transfer Order Excess Personal Property. This form is used to requisition excess personal property: GSA approval required.
3. Form SF-123, Transfer Order Surplus Personal Property. This form is used by donees to request surplus property: GSA approval required.

4. Form SF-126, Report of Personal Property for Sale. This form is used to report unserviceable property for scrap sale: GSA approval required.

62 - Reports

The Forest Service regional/Area property management officer (PMO) prepares the reports quarterly for the Washington Office, Fire and Aviation Management, Program Manager.

62.1 - Quarterly Report of Personal Property Sold by Other Than the General Services Administration

Report any FEPP items sold by local scrap sale by the first Friday of each month following the end of a quarter. Report the following information: Region, Report of Excess Number, Federal Supply Classification (FSC) of items sold, Original Acquisition Cost, Sales Proceeds, and Number of days it took to sell the item.

62.2 - Annual Aircraft Use Report

Report FEPP aircraft usage by the first Monday in February each year for any aircraft that was in the custody of the State for any portion of the prior year. Report the following information on each aircraft: State, Physical Location, Property Status, Disposal Report Number, FEPP Type Description, Federal Inventory Number, State Property Number, Tail Number, Demilitarization Code, National Stock Number, Manufacturer, Model Number, Model Year, Manufacturer, Serial Number, Military Bureau Number, Acquisition Calendar Year, Condition, Flyable Status, Security Level, Date Tanked, Hours Flown for What Purpose, Total Hours Flown on Federal Lands, Hours Flown for Non-Fire Use and for What Purpose.

63 - Exhibits

This section shows the review checklist used in the Federal Excess Personal Property program and the property condition codes that indicate the property's readiness for issue and serviceability.

63.1 - Exhibit 01: Federal Excess Personal Property (FEPP) Review Checklist

The Federal Excess Personal Property (FEPP) Review Checklist should be used by the Forest Service and State forestry agencies when reviewing the FEPP program. The review documentation must be in the following format. Comments and commendations should be added where appropriate.

1. Review team participants' names and titles.
2. Description of the scope and impact of the FEPP program on the State's fire program.
3. Itinerary.

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports**

Amendment: 3109.12-2012-1

Effective date: February 24, 2012

4. Program Review Summary; evaluation of the State policies and accomplishments.
5. Narrative response on any “NO” responses from the Program Review Summary.
6. Attach a narrative explaining each "NO" response.
7. With the State, complete an action plan for “NO” responses on the Program Review Summary.
 - a. Item list identification.
 - b. Scope of concern.
 - c. Action required.
 - d. Responsible party.
 - e. Due date.
 - f. Target date for final closure.

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports**

**Amendment: 3109.12-2012-1
Effective date: February 24, 2012**

63.1 - Exhibit 01

Federal Excess Personal Property (FEPP) Review Checklist	
Inventories:	Y/N/NA
1. Are physical inventories being conducted every 2 years?	
2. Does the State have signed and dated Inventory Training Certificates for each person who performed a function in the last inventory?	
3. Are FEPMIS Inventory Worksheets completed, signed, and dated for each piece of FEPP Federal Inventory property?	
4. Are the physical inventory results being reconciled in FEPMIS?	
5. Is the date that the item was inventoried entered in FEPMIS?	
6. Does the State provide reminders on the rules and requirements of FEPP when conducting inventories?	
Documentation:	
7. Does the State have regulations and policies in place for the FEPP program?	
8. Are there written agreements with each local fire department for the use, care, and disposal of FEPP?	
9. Does the State ensure liability insurance is carried on all FEPP vehicles?	
10. Is there a formal process for users to request FEPP equipment?	
11. Does the State have a formal process for ensuring proper programmatic use of FEPP?	
12. Are Acquisition and Disposal documents filed and retained according to Forest Service requirements?	
13. Does the State identify items receipted in a batch or lot to the individual recipients?	
14. Did Forest Service approve disposals prior to the State disposing of items?	
Data Entry:	
15. Have all acquisitions been identified and receipted in FEPMIS?	
16. Is the State receipting acquired FEPP with accurate and complete information in FEPMIS?	
17. Were the selected shipping/issue documentation/audit trails complete, including the internal transfers?	
18. Is the State ensuring Demil FEPP property is identified and tracked in FEPMIS regardless of the acquisition cost?	

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 60 - Federal Excess Personal Property (FEPP) Forms, Formats, And Reports**

Amendment: 3109.12-2012-1
Effective date: February 24, 2012

63.1 - Exhibit 01--Continued

Items Viewed:	Y/N/NA
19. Are Cooperative agreements current, with signatures that are still valid?	
20. Were all items found?	
21. Were items selected found in the expected locations?	
22. Were the items inspected properly maintained and stored?	
23. Is modification done properly and safely?	
24. Were items selected for sampling found in proper program use?	
25. Is equipment identified as FEPP (FS 3100-3, a or b when feasible)?	
26. Are Federal Inventory items identified with the Federal Property Identification Number?	
27. Is rehabilitation being accomplished in a timely manner?	
28. Is warehoused property kept at a 2 year maximum level?	
Disposal:	
29. Are bone yards kept at a minimal level with property disposed of within 1 year of receipt?	
30. Are property descriptions and conditions of excess property accurate and complete in FEPMIS?	
31. Is the Change of Status completed in a timely manner?	
32. Were signed purchaser's receipts provided to the Forest Service within 30 days of property removal?	
33. Are like item of low dollar value compiled to be sold by GSA?	
34. Is local scrap authority being conducted according to Forest Service regulations?	
35. Are items authorized for destruction being destroyed to prevent reuse of the item?	
Reviews:	
36. Is there a formal process in place to resolve concerns identified during State reviews or audits?	
37. Have action items from the last review/audit been cleared?	

Closure should normally require no more than 6 months. The review may not be closed out until all actions have been completed and documented. Failure by the State to complete action items may be grounds for suspension of program. Failure by the Forest Service to complete action items may be grounds for disciplinary action.

63.2 - Exhibit 02: Federal Excess Personal Property Disposal Codes

63.1 - Exhibit 02

Disposal condition code	Definition
1	<u>New</u> . Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	<u>Usable</u> . Property which shows some wear, but can be used without significant repair.
7	<u>Repairable</u> . Property which is unusable in its current condition but can be economically repaired.
X	<u>Salvage</u> . Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	<u>Scrap</u> . Property which has no value except for its basic material content.

63.3 - Exhibit 03: Demilitarization Codes

Additional description and requirements for the demilitarization of property items can be found in the DRMS-I 4160.14, Section 4, Supplement 3 – Codes and Terms.

63.1 - Exhibit 03

Demilitarization code	Definition
A	Demilitarization not required.
B	Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	Remove and/or demilitarize installed key point(s) as prescribed in the Defense Demilitarization Manual, or lethal parts, components and accessories.
D	Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, and so forth. (As an alternate, burial or deep water dumping may be used when coordinated with the DoD Demilitarization Program Office.)
F	Demilitarization instructions to be furnished by the Item/Technical Manager.
Q	Commerce Control List Item formerly Strategic List Item (SLI) -- Demilitarization not Required. CCLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR) and indicated on the Commerce Control List (CCL). Each CCL entry is preceded by a four-digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter A or B are defined as Commerce Control List Items. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.

63.4 - Exhibit 04: Exceptions to Reporting Excess Property to GSA

The following types of excess personal property are not required to be reported to GSA for screening.

1. Direct transfers of property within the Department.
2. Property determined appropriate for abandonment/destruction (FMR 102-36.305).
3. Scrap, except aircraft in scrap condition.
4. Perishables, personal property subject to spoilage or decay.
5. Hazardous waste.
6. Property dangerous to public health and safety.
7. Classified items or property determined to be sensitive for reasons of national security.