

Firefighter Property FFP

Program Guide



Table of Contents

A. Program Description	<u>4</u>
B. Authority	<u>4</u>
C. Property Acquisition Federal Guidelines	<u>4</u>
D. Property Acquisition State Guidelines	<u>5</u>
E. Procedural Flow Chart	<u>9</u>

Procedure Guide

• Acquisition of FFP Property	<u>11</u>
• Picking up FFP Property	<u>22</u>
○ Flow chart	<u>25</u>
• Entering/Receipting FFP Property into FEP MIS	<u>26</u>
○ Uploading Documents and Pictures	<u>34</u>
○ Adding In-Service Dates/Dropping Items from FEP MIS	<u>42</u>
• Disposal Process for FFP Property	<u>45</u>

Attachments

<i>Attachment A</i> Demilitarized Equipment	<u>46</u>
<i>Attachment B</i> Frequently Asked Questions	<u>49</u>
<i>Attachment C</i> Cooperator Application	<u>53</u>
<i>Attachment D</i> Screener Request Form	<u>55</u>
<i>Attachment E</i> California Defense Logistics Agency Disposition Locations	<u>57</u>
<i>Attachment F</i> Federal Supply Condition Codes	<u>58</u>
<i>Attachment G</i> List of FSC Codes	<u>59</u>

Local Cooperators

Cooperative Agreement for Local Cooperators [65](#)

CALFIRE County Cooperators

Cooperative Agreement for CALFIRE Counties [73](#)

Forms

Acquisition Form Example: DD 1348-1A [82](#)

Example: US Government Vehicle Title [83](#)

Request to Obtain a Title to a Vehicle: SF-97 [84](#)

Letter of Authorization to Remove [86](#)

A. Program Description

The Firefighter Property (FFP) program awards excess Department of Defense (DoD) property to CAL FIRE and its cooperators for use in fire and emergency services. Through the FFP program, CAL FIRE Business Services Office (BSO) assists state and local firefighting and emergency service organizations to acquire the property. CAL FIRE works with the United States Department of Agriculture (USDA) Forest Service to implement the program. In the FFP program, certain property passes ownership after it has been in use for a specified period.

B. Authority

The FFP program is authorized through a cooperative agreement between CAL FIRE and USDA Forest Service. When CAL FIRE assists a fire department or agency, a separate cooperative agreement is required. The agreement holds the cooperator responsible for following federal and state guidelines. Agreements are renewed every three (3) years or whenever there is a change in signatory. All cooperative agreements are processed through BSO.

C. Property Acquisition Federal Guidelines

The following federal guidelines govern the acquisition of FFP property:

1. FFP property must directly support the fire protection program and emergency services. Property could include vehicles and other fixed assets, plus fabricating materials, warehouse equipment, tools, and other items needed to distribute, maintain, and prepare the property for fire use or emergency use.
2. All acquisitions must be justified by how the acquisition will support this purpose. CAL FIRE and the USDA Forest Service Regional Office must approve the justification of any item screened. Cooperators screen for property in the DoD Reutilization, Transfer and Donation (RTD) website: (<https://businessportal.dla.mil/consent/consent.jsp>).
3. FFP property must not be acquired for warehouse/stockpiling, sale, lease, rent, exchange, barter, or to secure a loan.
4. All acquisitions will be reviewed and approved by the USDA Forest Service. CAL FIRE authorized local cooperators may acquire FFP property under specific state guidelines.
5. Cooperators must maintain adequate records necessary for FFP property:
 - Non-Trackable Property (Demil A & Q6): Keep adequate records until the property is dropped from FEPMIS. Then follow your own processes for record keeping of property.

(Cont. on next page)

- Trackable Property (All other Demil codes): Documents must be held for seven years and three months from the date of pick-up. These records must provide an audit trail for all excess DoD property from receipt to transfer, turn in, or disposal.

The documents required to be kept with the cooperator are:

- DD1348-1A - pick-up authorization document;
- Shipping Document - needed if property transfers location;
- Items shipped as a “Lot” - documentation showing where items were distributed;
- SF-97 Vehicle Title - as Needed;
- Any disposal documents
- Only for Sensitive or Demil Items
 - i. Demil Statements
 - ii. Vehicle Title
 - iii. Mutilization/Cannibalization Authority

6. Cooperators must provide adequate insurance to cover damage or injuries to persons or property relating to the use of the property. At a minimum, liability insurance must be maintained.

7. To the extent permitted by federal law, cooperators awarded the property shall indemnify and hold the U.S. government harmless from any and all actions, claims, debts, demands, judgments, liabilities, arising out of, claimed or account of, or in any manner predicated upon loss of or damage to property, or injuries, illness or death of any person or political entity including state, local and interstate bodies, in any manner caused by or contributed to by the state, its agents, employees upon or about the sale site and/or site on which the property is located or while the property is in possession of, used by, or submitted to the control of the state, its agents or employees after the property has been removed from U.S. government control.

D. Property Acquisition State Guidelines

The following state guidelines govern the acquisition of FFP property:

1. Only Demil Code A and Demil Code Q with an Integrity Code 6 can be acquired in FFP. Other categories may be acquired but cannot be owned. Demil A and Q6 pertain to non-critical Federal Supply Class (FSC)/Federal Supply Group (FSG) Munitions List Items (MLI) or non-sensitive Commerce Control List Items (CCLI). These are items that do not require demilitarization and can be transferred to the ownership of the recipient after completing the FFP program requirements.

(Cont. on next page)

When acquiring Demil Q6 property, the cooperator will need to sign a statement saying they will not sell the property to a foreign entity. Contact the state FFP Helpdesk before acquiring any Demil Q6 property.

2. Authorized cooperators can directly screen for FFP property in the DoD RTD website, utilizing access codes provided by BSO. Once approved by CAL FIRE and the USDA Forest Service, the property request is submitted for approval by DoD through a competitive allocation process. Once allocated the recipient must immediately pick up, receipt for the equipment, and make it operational (place "in-service"). The recipient has a deadline of 14 calendar days to pick up the property from the DoD Defense Logistics Agency (DLA) site.
3. For ownership to transfer, the recipient must meet the following criteria:
 - a. Place the property "in-service" within one calendar year of pick up or immediately after pick up.
 - b. Record the placed "in-service" date in Federal Excess Property Management Information System (FEPMIS). This date must not exceed one calendar year after pick up. The property must be used for its intended purpose of firefighting or emergency service for a continuous period of one calendar year after the placed "in-service" date.
 - c. The maximum period allowed for both procedures (a) and (b) is two calendar years. Both procedures could be accomplished in less amount of time.

Within this period:

- I. All FFP property will be tracked in FEPMIS and assigned an FFP property number upon receipt and identification in FEPMIS.
- II. FFP property may be modified for fire protection and emergency purposes. The modification can be performed by vocational or technical schools, fire organizations, inmate crews, and/or commercial contractors.
- III. All FFP property must be maintained and protected using the same standard as purchased equipment.
- IV. When FFP property is lost, damaged, or stolen, CAL FIRE will investigate and determine whether there was negligence on the part of the authorized recipient and submit a recommendation to the USDA Forest Service.

(Cont. on next page)

After this period:

- I. FFP Demil A and Demil Q6 are no longer reportable to the USDA Forest Service once placed in service and thereafter used for a minimum of one year.
- II. FFP property that has not been used for firefighting or emergency services for a minimum of one year must be reported to the USDA Forest Service for disposal authorization. (Returned to DoD/DLA site)
4. All costs related to pick up, repair or retrofit, painting, maintenance, titling, transfer, or disposal of property will be the responsibility of the recipient. The recipient has an obligation to inspect and reject the property prior to transfer. Once property is allocated, the recipient is responsible to complete all transactions related to receipt, identification, and tracking of the item in FEPMIS.
5. Demilitarized equipment, other than Demil A and Q6, may be acquired with restrictions. These pieces of property will always be owned by the DoD and recorded in FEPMIS. Each piece of property will require the state to perform biannual inventories and be returned to the nearest DLA site when no longer needed. For further information on these exceptions and restrictions refer to *Attachment A*.
6. FFP property may be transferred to another authorized cooperator within the state. Only usable or repairable property may be transferred.
7. Persons selected to screen (search and request items) for cooperators need to be knowledgeable in wildland and structural fire control programs and the types of equipment needed. Screeners should have internet access.
8. In the case of vehicles, the following steps must be taken by the recipient, after the vehicle has been picked up:
 - a. Request a Certificate to Obtain Title to a Vehicle SF-97 from the state FFP Helpdesk to provide to the DLA site.
 - I. **This must be done within 48 hours** of picking up the vehicle, or the title will be defaulted to CAL FIRE, thus complicating the final ownership transfer.
 - II. You will need this document for the Department of Motor Vehicles (DMV) after the vehicle has been inspected.
 - b. The vehicle must be inspected immediately to make sure that it can be serviced and that the cooperator or CAL FIRE has the financial means to complete any repairs necessary.

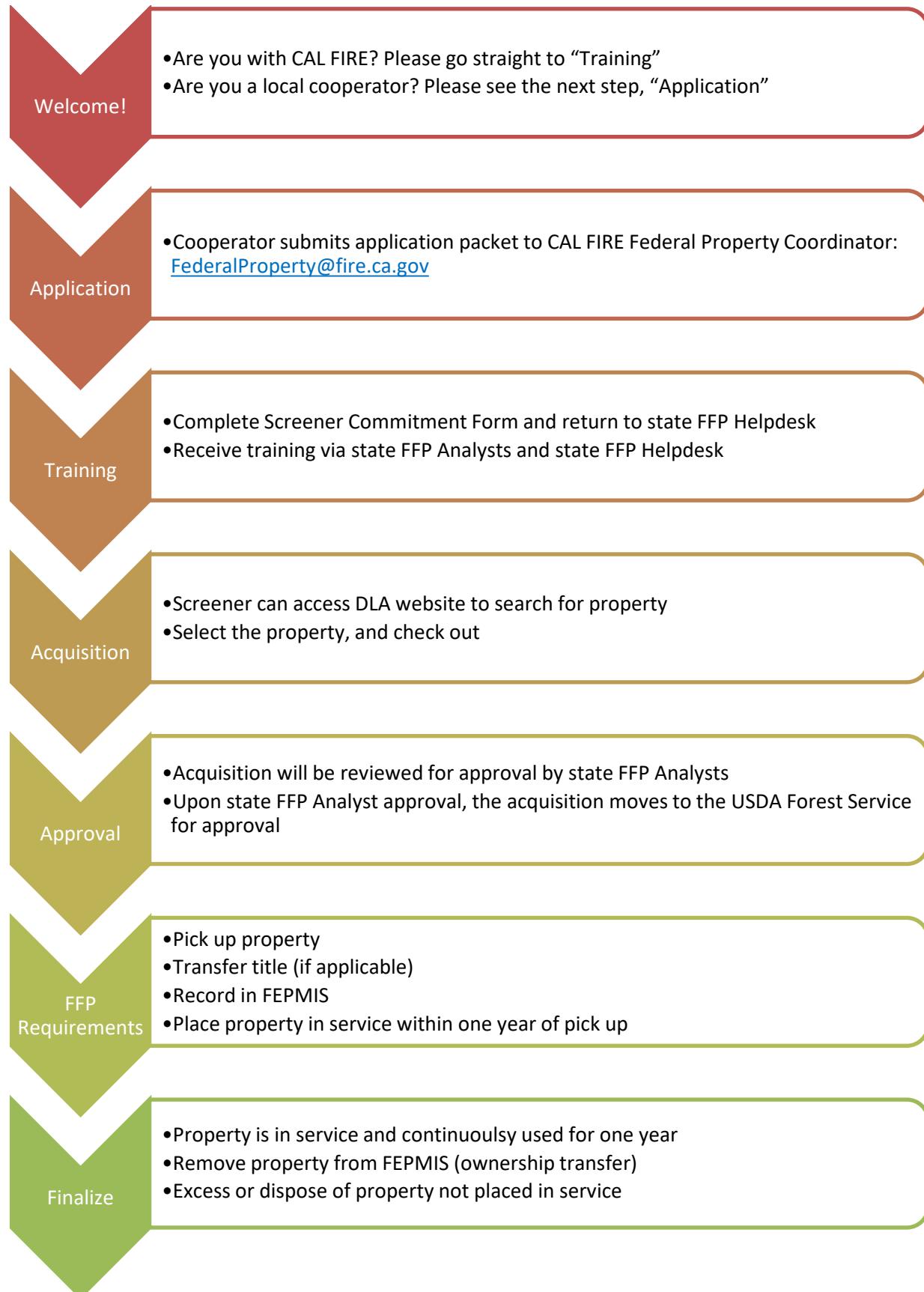
(Cont. on next page)

- I. If the vehicle is unable to be repaired and put into service, the recipient can schedule an appointment with the DLA site to return the items stating that the item was uneconomical to put into service. At this point, do not register the vehicle with the DMV. Inform the state FFP HelpDesk prior to returning to DLA.
- II. The recipient should not apply for the title (with the DMV) until confirmation has been made that the allocated vehicle can be put into service. ***DLA will not take a vehicle back after the title is issued.***

- c. Ownership will be issued to the state or local cooperator to which the vehicle was allocated. Title shall not be issued to an individual.

(Cont. on next page)

E. Procedural Flow Chart



Procedure Guide



Acquisition of FFP Property:

1. Logging into the DLA website:

Login to DLA at: <https://businessportal.dla.mil/consent/consent.jsp>;

Select “**I Accept**” button (This button may have to be selected **twice**):

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

After you accept the terms and condition, **enter your username and password**:



Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Log On"/>	

(Cont. on next page)

2. Navigating to the search page:

After logging in select ***Disposition Services Tab***:



Select ***Reutilization / Transfer / Donation (RTD)*** for available DoD property;

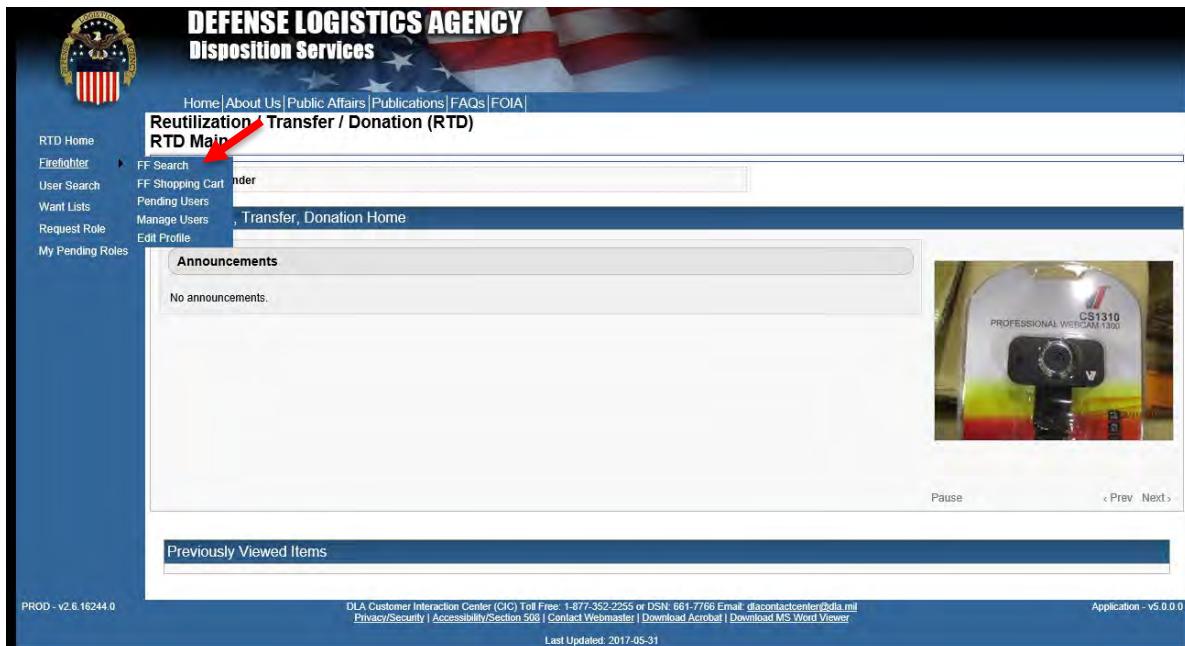
(*This page is a new window; you will need to allow pop-ups*)



(Cont. on next page)

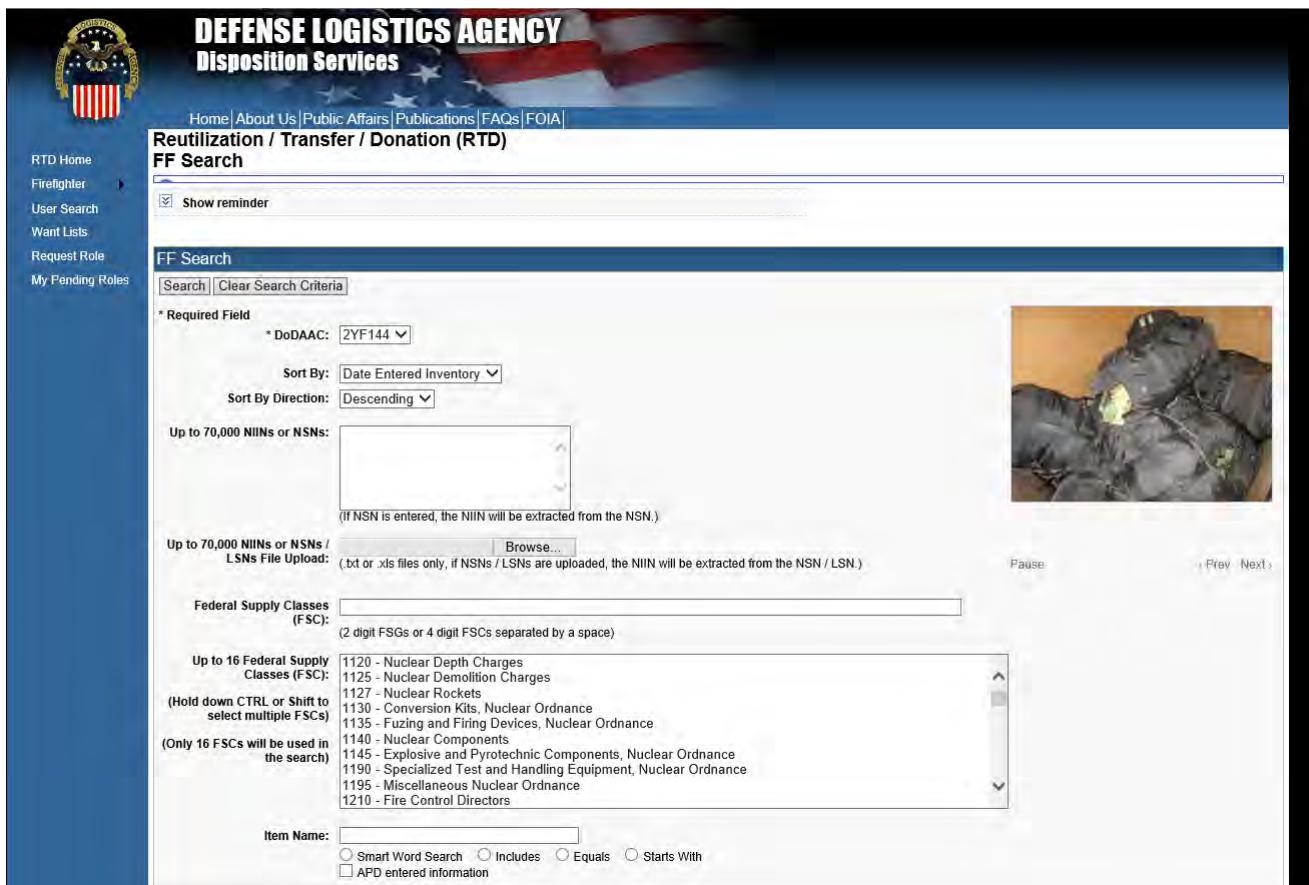
3. Screening for DoD property:

Select Firefighter > FF Search:



The screenshot shows the 'Reutilization / Transfer / Donation (RTD)' page. The navigation menu on the left includes 'FF Search' under the 'Firefighter' section, which is highlighted with a red arrow. The main content area displays an announcement about a professional wireless camera and a 'Previously Viewed Items' section.

FF Search will open this page:



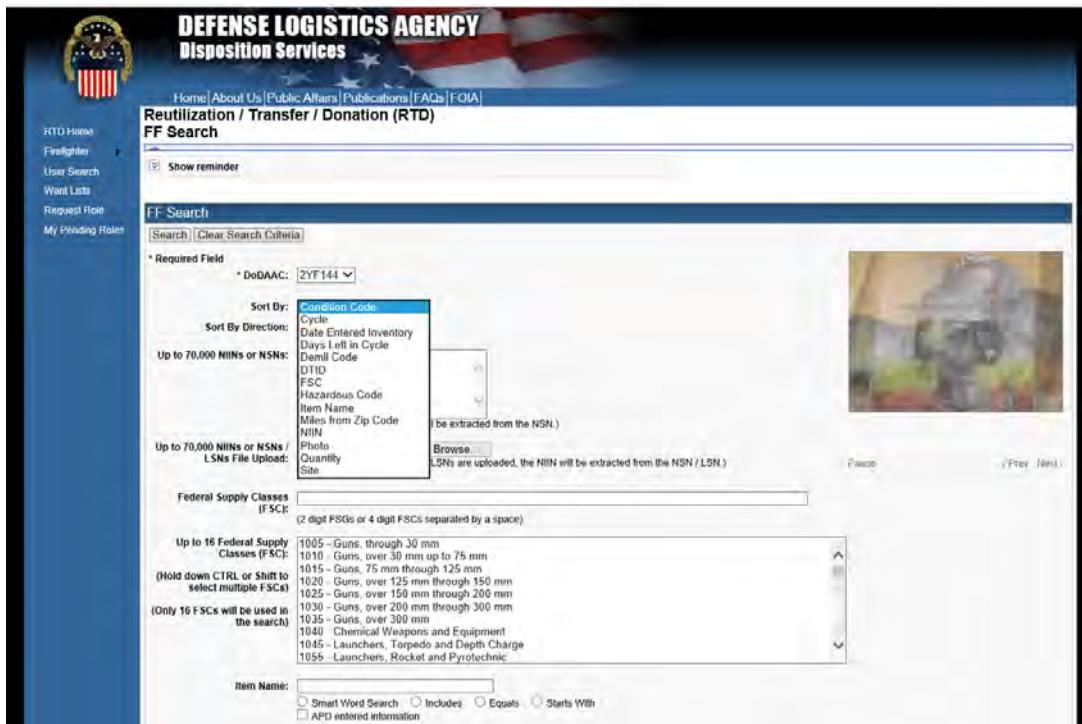
The screenshot shows the 'FF Search' page. The search criteria are set to 'DoDAAC: 2YF144'. The results list various Federal Supply Classes (FSCs) related to Nuclear Ordnance, such as 1120 - Nuclear Depth Charges, 1125 - Nuclear Demolition Charges, 1127 - Nuclear Rockets, 1130 - Conversion Kits, Nuclear Ordnance, 1135 - Fuzing and Firing Devices, Nuclear Ordnance, 1140 - Nuclear Components, 1145 - Explosive and Pyrotechnic Components, Nuclear Ordnance, 1190 - Specialized Test and Handling Equipment, Nuclear Ordnance, 1195 - Miscellaneous Nuclear Ordnance, and 1210 - Fire Control Directors.

Enter your unique DoDAAC:

* DoDAAC: 2YF144 ▼

You can search/sort for property in a variety of ways, the following examples are how to make your search match your preferences:

a. Sort by various preferences:



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Reutilization / Transfer / Donation (RTD)

FF Search

Show reminder

FF Search

Search | Clear Search Criteria

* Required Field

DoDAAC: 2YF144 ▼

Sort By: Condition Code, Cycle, Date Entered Inventory, Days Left in Cycle, Denill Code, DOD, FSC, Hazardous Code, Item Name, Miles from Zip Code, NIIN, Photo, Quantify, Site

Sort By Direction:

Up to 70,000 NIINs or NSNs:

Up to 70,000 NIINs or NSNs / LSNs File Upload:

Federal Supply Classes (FSC):

Up to 16 Federal Supply Classes (FSC):

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

Item Name:

(If NSN is entered, the NIIN will be extracted from the NSN.)

b. Search by **NSN (National Stock Number)**:

Up to 70,000 NIINs or NSNs:

(If NSN is entered, the NIIN will be extracted from the NSN.)

(Cont. on next page)

c. Search by **FSC code:**

(hold down CTRL or Shift to select multiple FSC codes.)

<p>Up to 16 Federal Supply Classes (FSC): (Hold down CTRL or Shift to select multiple FSCs) (Only 16 FSCs will be used in the search)</p>	<p>4140 - Fans, Air Circulators, and Blower Equipment 4150 - Vortex Tubes and Other Related Cooling Tubes 4210 - Fire Fighting Equipment 4220 - Marine Lifesaving and Diving Equipment 4230 - Decontaminating and Impregnating Equipment 4235 - Hazardous Material Spill Containment and Clean-up Equipment and Material 4240 - Safety and Rescue Equipment 4250 - Recycling and Reclamation Equipment 4310 - Compressors and Vacuum Pumps 4320 - Power and Hand Pumps</p>
---	---

d. Search by **FSG or FSC code manually:**

Federal Supply Classes (FSC): <input type="text" value="2320"/> (2 digit FSGs or 4 digit FSCs separated by a space)
--

e. Search by **buzzwords or item names:**

(i.e. Truck)

Item Name: <input type="text" value="Truck"/> <input type="radio"/> Smart Word Search <input checked="" type="radio"/> Includes <input type="radio"/> Equals <input type="radio"/> Starts With <input type="checkbox"/> APD entered information

f. Search by **screening cycle**

<u>RTD Screening Cycle:</u> <input checked="" type="checkbox"/> DOD <input checked="" type="checkbox"/> EXP DOD <input type="checkbox"/> FEPP <input type="checkbox"/> RTD2

g. Search by **condition codes:**

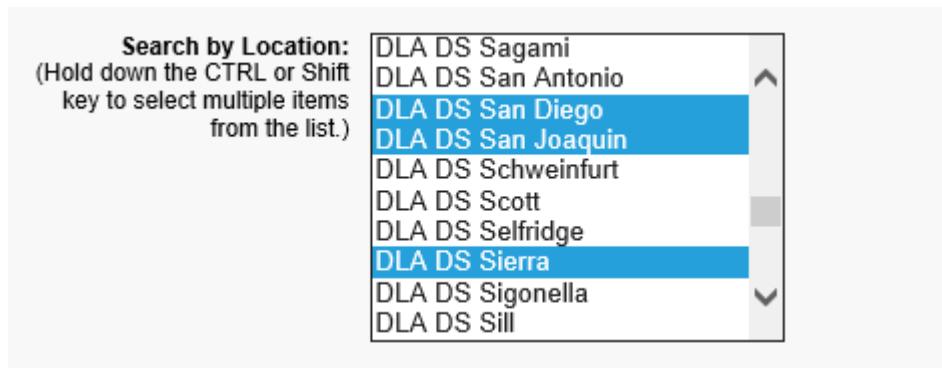
(select "Supply Condition Code" to show definitions)

<u>Supply Condition Code:</u> <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G <input type="checkbox"/> H

(Cont. on next page)

h. Search by ***location:***

(all of CA, close to home, etc.)



i. Search by ***miles from location or zip code:***

The image shows a search form with two fields. The first field is labeled "Miles from DoDAAC Location:" with an empty input box. The second field is labeled "Zip Code:" with an input box containing "95818" and a clear button "X". Below the zip code field is a note: "(Enter Zip Code and Miles to search from the Zip location.)".

After entering your search parameters - **Select Search Button**

(Cont. on next page)

Search Results Screen:

A list will be provided of all available property within your search criteria.

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**Reutilization / Transfer / Donation (RTD)
FF Search Results**

Show reminder

[Return to Search](#)

Previous Searches: 1

FF Shopping Cart [Check Out]

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

Search Criteria

DoDAAC: 2YF144
FSC(s): 4210
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD
Supply Condition Code(s): A, B, C, D, E, F, G, H
Site(s): SYV, SYM, SYX, SYT, SYU, SZC, SZO, SVN, SVR
Sort By: DATE ENTERED INVENTORY
Want List - Schedule this search to notify you when property enters the Disposition Services/Site inventory.
Container Requisition - Please click on the container number to requisition the entire container.

Search Results

[Download all 3 items](#)

Sort By: Date Entered Inventory Order: Descending Sort

1

 No Info Available	Quantity Available: 3 Condition: A Item Name: NOZZLE, FIRE EQUIPME DTID: MMC10072370008 MSDS: Warehouse Location: A020210C0 Cycle: DOD Quantity Available: 27 Condition: A Item Name: NOZZLE, FIRE EXTINGU	Days Left in Cycle: 4 Integrity Code: Site: DLA DS PENDLETON NSN: 4210016558174 DEMIL: A Unit of Issue: EA Receipt in Place: No Days Left in Cycle: 4 Integrity Code: Site: DLA DS SAN JOAQUIN NSN: 4210014810528	Hazardous: Container ID: Orig. Acq. Price: 1306.5 Miles from Zip: N/A Date Entered Inv.: 9/15/2017 12:00:00 AM Expedited: No Hazardous: Container ID: Orig. Acq. Price: 26.38 Miles from Zip: 203
---	--	--	---

Search Results

[Download all 3 items](#)

Sort By: Date Entered Inventory Order: Descending Sort

1

 No Info Available	Quantity Available: 3 Condition: A Item Name: NOZZLE, FIRE EQUIPME DTID: MMC10072370008 MSDS: Warehouse Location: A020210C0 Cycle: DOD Quantity Available: 27 Condition: A Item Name: NOZZLE, FIRE EXTINGU DTID: W91EKJ41549302 MSDS: Warehouse Location: B011016A0 Cycle: DOD Quantity Available: 2 Condition: E Item Name: IMAGER KIT, THERMAL DTID: S232797213D001 MSDS: Warehouse Location: B010816C0	Days Left in Cycle: 4 Integrity Code: Site: DLA DS PENDLETON NSN: 4210016558174 DEMIL: A Unit of Issue: EA Receipt in Place: No Days Left in Cycle: 4 Integrity Code: Site: DLA DS SAN JOAQUIN NSN: 4210014810528 DEMIL: A Unit of Issue: EA Receipt in Place: No Days Left in Cycle: 4 Integrity Code: Site: DLA DS SAN JOAQUIN NSN: 4210012137310 DEMIL: C Unit of Issue: KT Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 1306.5 Miles from Zip: N/A Date Entered Inv.: 9/15/2017 12:00:00 AM Expedited: No Hazardous: Container ID: Orig. Acq. Price: 26.38 Miles from Zip: 203 Date Entered Inv.: 9/13/2017 12:00:00 AM Expedited: No Hazardous: Container ID: Orig. Acq. Price: 13922 Miles from Zip: 203 Date Entered Inv.: 8/1/2017 12:00:00 AM Expedited: No
--	---	---	---

Select **DTID link** to view more details about the property:

(email/call DLA site to get details about property. Also, on RTD site there is a question button to submit a question about the item)

DTID Characteristics

Inventory Information

	Cycle: DOD	Days Left in Cycle: 4	Hazardous:
Quantity Available: 3	Integrity Code:	Container ID:	Orig. Acq. Price: 1,306.50
Condition: A	Site: DLA DS PENDLETON	Date Entered Inv.: 09/15/17	MSDS:
Item Name: NOZZLE, FIRE F-2 IFPM	NSN: 4210016558174		
DTID: MMC10072370008	DEMIL: A		
Unit of Issue: EA	Expedited: No		
Warehouse Location: A020210C0			

Please perform a property search to requisition this item.

DTID MMC10072370008 - Pictures

Play Slideshow < Previous Photo Next Photo >



Photo 1 of 1

DTID MMC10072370008 - Disposition Services Site Added Information

SECONDARY POC: Gregory Coulson
SECONDARY PHONE: 7607637645
SECONDARY EMAIL: Gregory.Coulson@dla.mil
PRIMARY POC: Robert Eckenrode
PRIMARY PHONE: 7607164755
PRIMARY EMAIL: Robert.Eckenrode@dla.mil
DRMO NAME: DLA DS PENDLETON

Questions

No questions found.

NIIN 016558174

OVERALL LENGTH: 8.490 INCHES NOMINAL
OUTPUT CAPACITY: 525.0 GALLONS PER MINUTE NOMINAL
DISCHARGE TYPE: SOLID STREAM
DISCHARGE TYPE: FOG
III PART NAME ASSIGNED BY: NOZZLE 2.5NH 500 NON-ASP
CONTROLLING AGENCY: CAPABLE OF FOG OR STRAIGHT STREAM FLOW WITH INFINITELY VARIABLE PATTERN; FLOW RATING: 525 GPM AT 100 PSI; NOZZLE TO BE NON-ASPIRATED; CAPABLE OF FLOWING AFFF AND FFFP WATER/FOAM MIXTURE; MUST MEET FAA IOD/NFPA 414 PERFORMANCE PARAMETERS FOR TURRET NOZZLE; MUST MEET NFPA 412 FOR FOAM ELEVATION WITH AFFF FOAM; MOTOR TO BE CONTROLLED BY AN ELKHART PWM 24 VDC SOURCE
PROPRIETARY CHARACTERISTICS: PACS



IT IS MANDATORY TO EMAIL* SCREENSHOTS FROM THIS STEP SHOWING THE ITEM YOU ARE SCREENING AND ALL DETAILS TO:

FederalProperty@fire.ca.gov.

*Your email should be titled with the DTID number. State FFP will not approve any items unless we have the screenshots emailed to match.

4. Selecting property for Check Out:

When you have decided on the property that you want to obtain, select the miniature shopping cart.



Cycle: DOD	Days Left in Cycle: 9	Hazardous:
Quantity 1	Integrity Code: Z	Container ID:
Available:	Site: DLA.DS.PENDLETON	Orig. Acq. Price: 9922.25
Condition: F	NSN: 6115012853012	Miles from Zip: N/A
Item Name: GENERATOR SET,DIESEL ENGINE	DEMIL: A	Date Entered Inv.: 10/19/2017 12:00:00 AM
DTID: R551047152T049	Unit of Issue: EA	Expedited: No
MSDS:	Receipt in No	
Warehouse P030415A0	Place:	
Location:		

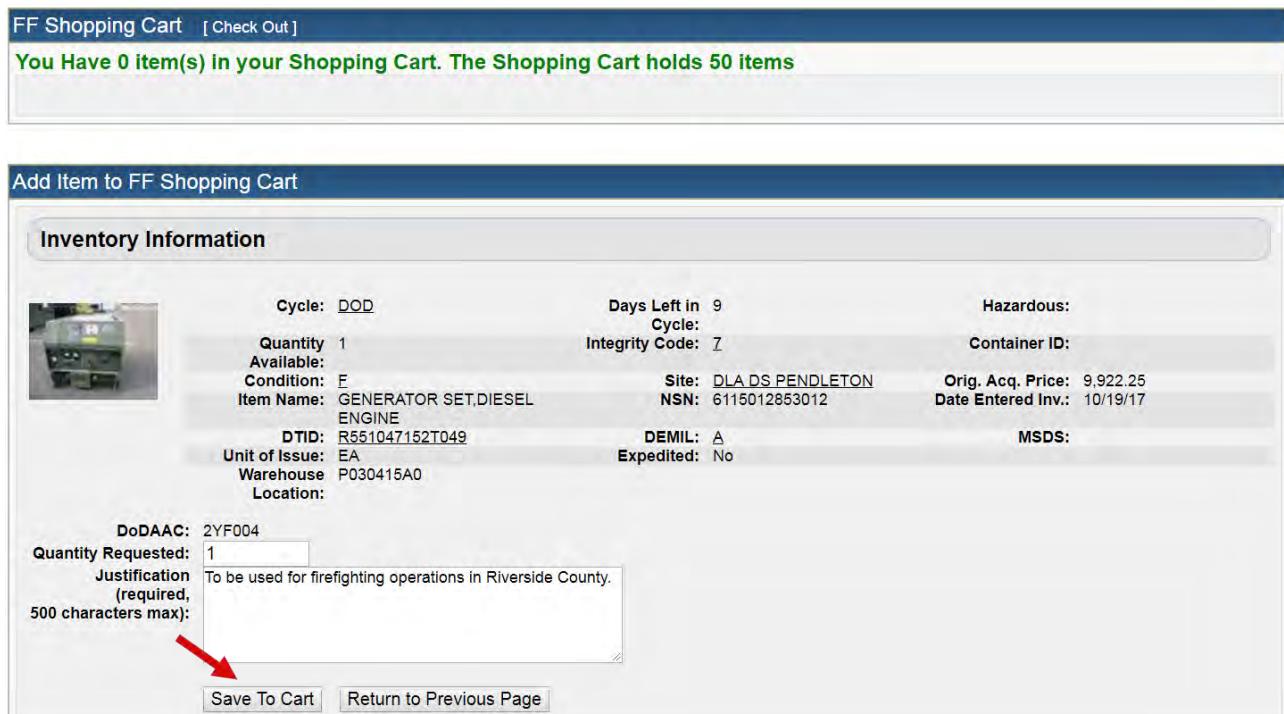
Once property is added to the cart, the screen below will load for you to enter your justification.

A justification must be entered that shows how the property directly supports firefighting and emergency services.

Examples:

- “For CAL FIRE program use”
- “To be converted into a water tender”
- “To be used as a brush truck”

Be sure to select the “Save To Cart” button!



FF Shopping Cart [Check Out]
You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

Add Item to FF Shopping Cart

Inventory Information

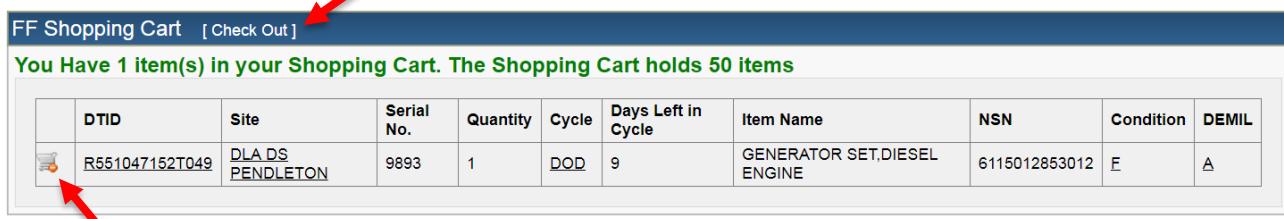
Cycle: DOD	Days Left in Cycle: 9	Hazardous:
Quantity 1	Integrity Code: Z	Container ID:
Available:	Site: DLA.DS.PENDLETON	Orig. Acq. Price: 9,922.25
Condition: F	NSN: 6115012853012	Date Entered Inv.: 10/19/17
Item Name: GENERATOR SET,DIESEL ENGINE	DEMIL: A	MSDS:
DTID: R551047152T049	Unit of Issue: EA	Expedited: No
Warehouse P030415A0	Place:	
Location:		

DoDAAC: 2YF004
Quantity Requested: 1
Justification (required, 500 characters max): To be used for firefighting operations in Riverside County.

Save To Cart **Return to Previous Page**

(Cont. on next page)

You will be brought back to the search page to show your items in the shopping cart. Select the **checkout button** after you are done shopping.

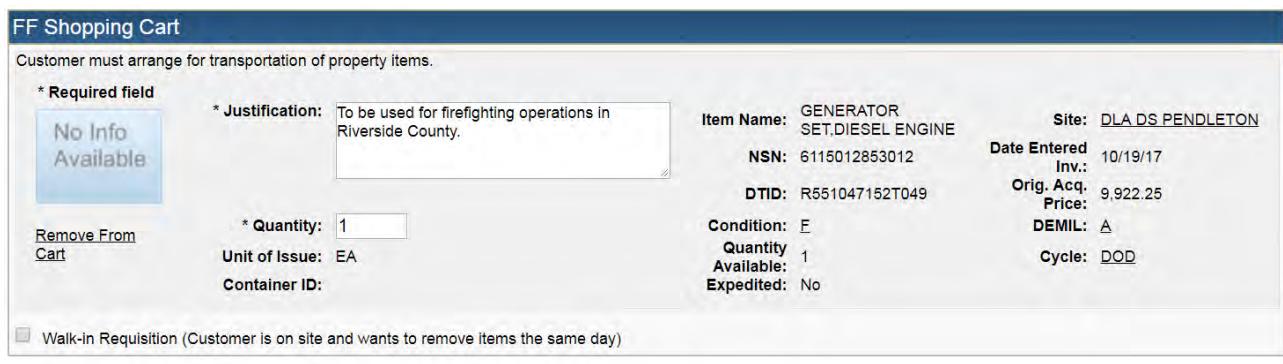


FF Shopping Cart [Check Out]											
You Have 1 item(s) in your Shopping Cart. The Shopping Cart holds 50 items											
	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL	
	R551047152T049	DLA DS PENDLETON	9893	1	DOD	9	GENERATOR SET,DIESEL ENGINE	6115012853012	E	A	

If you wish **to remove an item**, you can select the miniature shopping cart.

5. Completing the checkout process:

Overview of the final checkout:



FF Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: To be used for firefighting operations in Riverside County.

Item Name: GENERATOR SET,DIESEL ENGINE
NSN: 6115012853012
DTID: R551047152T049

Site: DLA DS PENDLETON
Date Entered: 10/19/17
Inv.:
Orig. Acq.: 9,922.25
Price:
DEMIL: A
Cycle: DOD

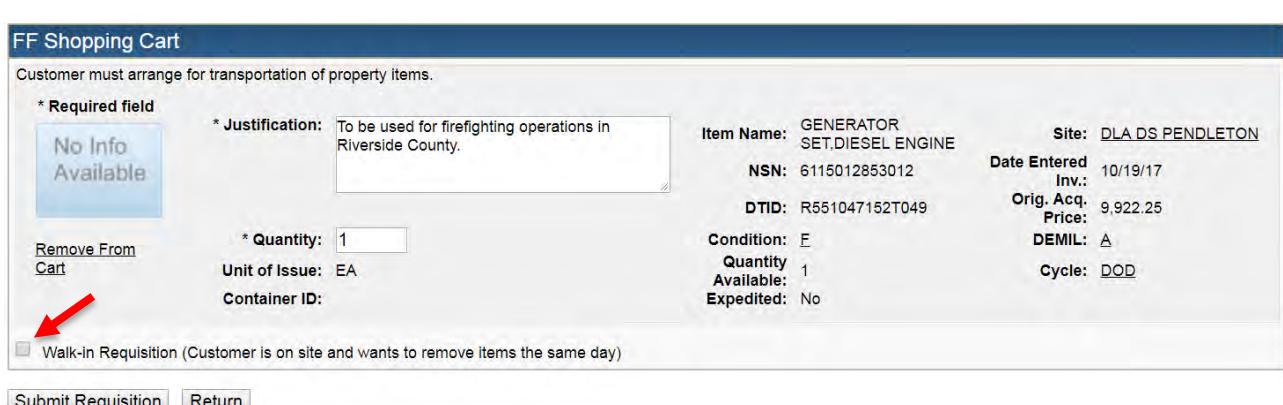
Remove From Cart * Quantity: 1
Unit of Issue: EA
Container ID:

Condition: E
Quantity Available: 1
Expedited: No

Walk-in Requisition (Customer is on site and wants to remove items the same day)

Submit Requisition | Return

Select **walk-in registration** if you are on-site and want to remove the item the same day:



FF Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: To be used for firefighting operations in Riverside County.

Item Name: GENERATOR SET,DIESEL ENGINE
NSN: 6115012853012
DTID: R551047152T049

Site: DLA DS PENDLETON
Date Entered: 10/19/17
Inv.:
Orig. Acq.: 9,922.25
Price:
DEMIL: A
Cycle: DOD

Remove From Cart * Quantity: 1
Unit of Issue: EA
Container ID:

Condition: E
Quantity Available: 1
Expedited: No

Walk-in Requisition (Customer is on site and wants to remove items the same day)

Submit Requisition | Return

Select **Submit Requisition** to send your request to the next level of approval:

FF Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: To be used for firefighting operations in Riverside County.

[Remove From Cart](#)

* Quantity: 1

Unit of Issue: EA

Container ID:

Item Name: GENERATOR SET,DIESEL ENGINE

NSN: 6115012853012

DTID: R551047152T049

Condition: E

Quantity: 1

Available: 1

Expedited: No

Site: DLA DS PENDLETON

Date Entered 10/19/17

Inv.:

Orig. Acq. 9,922.25

Price:

DEMIL: A

Cycle: DOD

Walk-in Requisition (Customer is on site and wants to remove items the same day)

[Submit Requisition](#) [Return](#)

Select the **return** button before finalizing if you need to make changes:

FF Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: To be used for firefighting operations in Riverside County.

[Remove From Cart](#)

* Quantity: 1

Unit of Issue: EA

Container ID:

Item Name: GENERATOR SET,DIESEL ENGINE

NSN: 6115012853012

DTID: R551047152T049

Site: DLA DS PENDLETON

Date Entered 10/19/17

Inv.:

Orig. Acq. 9,922.25

Price:

DEMIL: A

Cycle: DOD

Walk-in Requisition (Customer is on site and wants to remove items the same day)

[Submit Requisition](#) [Return](#)



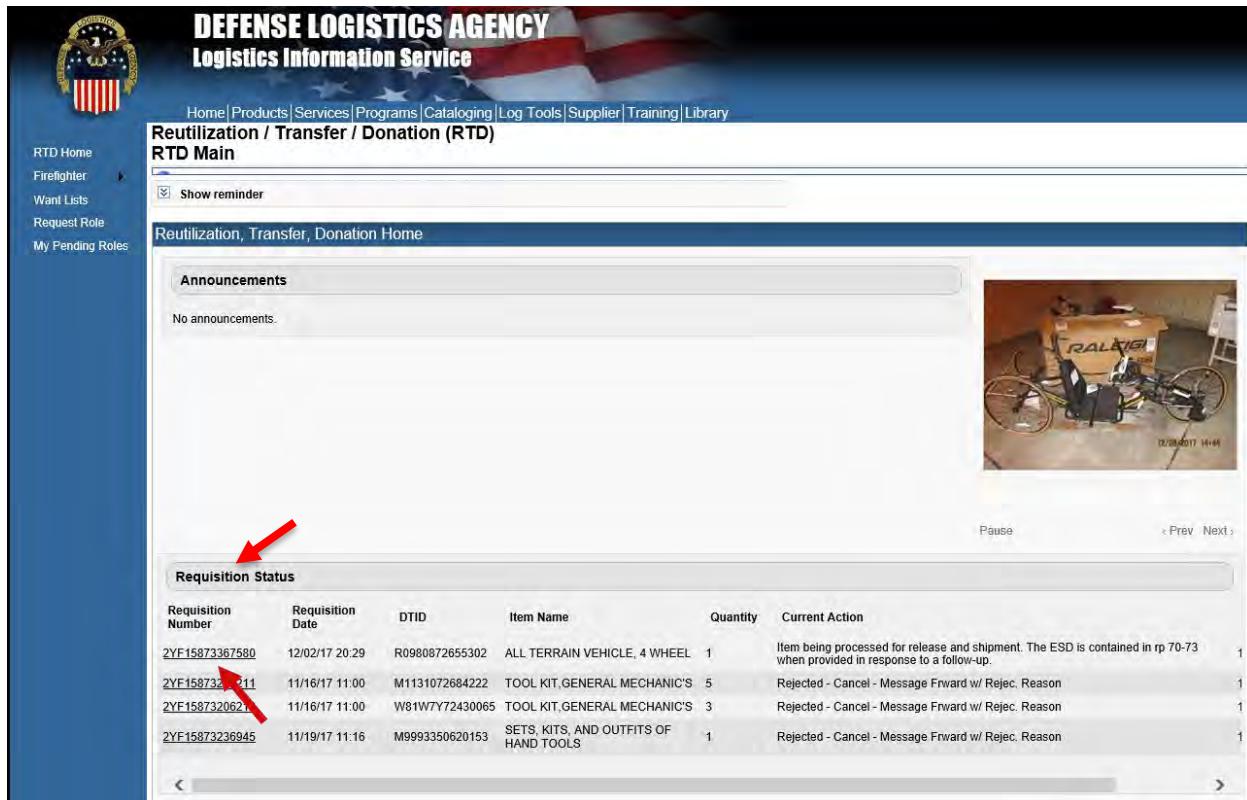
For CALFIRE screeners ONLY –

Any item that has an acquisition cost of \$5,000.00 or more, a screenshot of the item must be sent to state FFP Helpdesk FederalProperty@fire.ca.gov, **AND** your Units Forestry Logistics Officer (FLO) before any further approvals will be made. The FLO and State FFP will need to approve this item because it will become State Property and need to be inventoried as such.

(Cont. on next page)

Picking up FFP property:

1. The DoD has eight Disposition Logistics Agency (DLA) sites in California where FFP property can be acquired and picked up. See *Attachment E*.
2. After requested property has been checked out, the screener must check the RTD main page daily for the Requisition Status.



DEFENSE LOGISTICS AGENCY
Logistics Information Service

Home | Products | Services | Programs | Cataloging | Log Tools | Supplier | Training | Library

Reutilization / Transfer / Donation (RTD)

RTD Main

Show reminder

Reutilization, Transfer, Donation Home

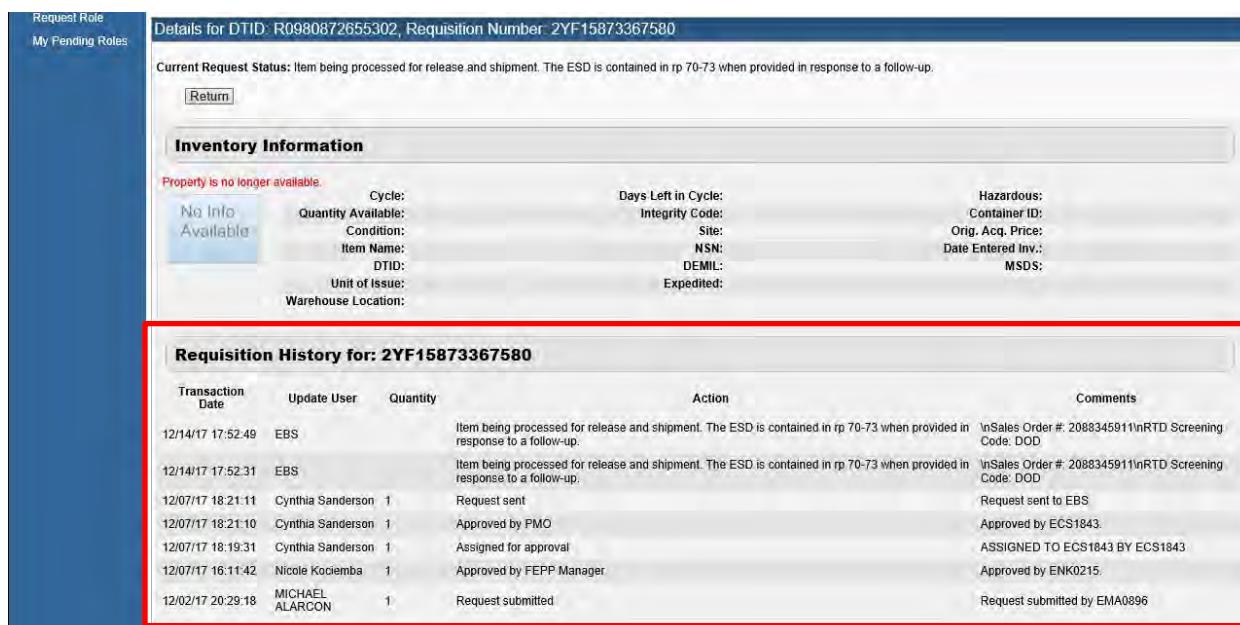
Announcements

No announcements.

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action
2YF15873367580	12/02/17 20:29	R0980872655302	ALL TERRAIN VEHICLE, 4 WHEEL	1	Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.
2YF15873236711	11/16/17 11:00	M1131072684222	TOOL KIT,GENERAL MECHANIC'S	5	Rejected - Cancel - Message Fwrd w/ Rejec. Reason
2YF15873206210	11/16/17 11:00	W81W7Y72430065	TOOL KIT,GENERAL MECHANIC'S	3	Rejected - Cancel - Message Fwrd w/ Rejec. Reason
2YF15873236945	11/19/17 11:16	M9993350620153	SETS, KITS, AND OUTFITS OF HAND TOOLS	1	Rejected - Cancel - Message Fwrd w/ Rejec. Reason

Select Requisition Number to review history summary and approvals.



Request Role
My Pending Roles

Details for DTID: R0980872655302, Requisition Number: 2YF15873367580

Current Request Status: Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.

Return

Inventory Information

Property is no longer available.

No Info Available	Cycle:	Days Left in Cycle:	Hazardous:
	Quantity Available:	Integrity Code:	Container ID:
	Condition:	Site:	Orig. Acq. Price:
	Item Name:	NSN:	Date Entered Inv.:
	DTID:	DEMIL:	MSDS:
	Unit of Issue:	Expedited:	
	Warehouse Location:		

Requisition History for: 2YF15873367580

Transaction Date	Update User	Quantity	Action	Comments
12/14/17 17:52:49	EBS	1	Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	InSales Order #: 2088345911\nRTD Screening Code: DOD
12/14/17 17:52:31	EBS	1	Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	InSales Order #: 2088345911\nRTD Screening Code: DOD
12/07/17 18:21:11	Cynthia Sanderson	1	Request sent	Request sent to EBS
12/07/17 18:21:10	Cynthia Sanderson	1	Approved by PMO	Approved by ECS1843
12/07/17 18:19:31	Cynthia Sanderson	1	Assigned for approval	ASSIGNED TO ECS1843 BY ECS1843
12/07/17 16:11:42	Nicols Kociemba	1	Approved by FEPP Manager	Approved by ENK0215
12/02/17 20:29:18	MICHAEL ALARCON	1	Request submitted	Request submitted by EMA0896

- For a vehicle request, the screener must complete the DoD Firefighter Program SF-97 (U.S. Government Certification to Obtain Title to a Vehicle Customer Identification Notice) form and email it to the state FFP Helpdesk. This must be done after checkout or the request for the vehicle will not be approved. This prevents the title of the vehicle being placed under CAL FIRE if the vehicle acquisition is meant for a local cooperator. *See Form on page #84.*
- Screener must contact the DLA Point of Contact for the property once the Requisition Action shows that US Forest Service PMO, Cynthia Sanderson, has approved and sent the Request to EBS. ***Screener will not receive emailed notifications confirming the property approval and allocation.***

Requisition History for: 2YF15873367580				
Transaction Date	Update User	Quantity	Action	Comments
12/14/17 17:52:49	EBS		Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	\nSales Order #: 2088345911\nRTD Screening Code: DOD
12/14/17 17:52:31	EBS		Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	\nSales Order #: 2088345911\nRTD Screening Code: DOD
12/07/17 18:21:11	Cynthia Sanderson	1	Request sent	Request sent to EBS
12/07/17 18:21:10	Cynthia Sanderson	1	Approved by PMO	Approved by ECS1843.
12/07/17 18:19:31	Cynthia Sanderson	1	Assigned for approval	ASSIGNED TO ECS1843 BY ECS1843
12/07/17 16:11:42	Nicole Kociemba	1	Approved by FEPP Manager	Approved by ENK0215.
12/02/17 20:29:18	MICHAEL ALARCON	1	Request submitted	Request submitted by EMA0896

- If property was not allocated to the screener, they may see the Requisition Action as Rejected or Canceled. Screeners will also receive an email from RTD if the property is no longer available.

Details for DTID: M1131072684222, Requisition Number: 2YF15873206211				
Current Request Status: Rejected - Cancel - Message Fwrd w/ Rejec. Reason				
<input type="button" value="Return"/>				
Inventory Information				
No Info Available	Cycle: DOD Quantity Available: 5 Condition: G Item Name: TOOL KIT,GENERAL MECHANIC'S DTID: M1131072684222 Unit of Issue: KT Warehouse Location: A020231A0	Days Left in Cycle: 1 Integrity Code: 1 Site: DLA DS PENDLETON NSN: 5180015544224 DEMIL: A Expedited: No	Hazardous: Container ID: Orig. Acq. Price: 2,021.00 Date Entered Inv.: 09/26/17 MSDS:	
Requisition History for: 2YF15873206211				
Transaction Date	Update User	Quantity	Action	Comments
11/28/17 18:20:23	EBS		Rejected - Cancel - Message Fwrd w/ Rejec. Reason	\nSales Order #: 2086870762\nRTD Screening Code: DOD
11/18/17 11:17:50	EBS		Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	\nSales Order #: 2086870762\nRTD Screening Code: DOD
11/18/17 11:17:42	EBS		Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.	\nSales Order #: 2086870762\nRTD Screening Code: DOD
11/17/17 16:24:47	Cynthia Sanderson	5	Request sent	Request sent to EBS
11/17/17 16:24:37	Cynthia Sanderson	5	Approved by PMO	Approved by ECS1843.
11/17/17 16:24:31	Cynthia Sanderson	5	Assigned for approval	ASSIGNED TO ECS1843 BY ECS1843
11/17/17 12:30:36	Nicole Kociemba	5	Approved by FEPP Manager	Approved by ENK0215.
11/16/17 11:00:39	MICHAEL ALARCON	5	Request submitted	Request submitted by EMA0896
NIIN 015544224: TOOL KIT,GENERAL MECHANIC'S				
END ITEM IDENTIFICATION: TOOLS AND SHOP SET				

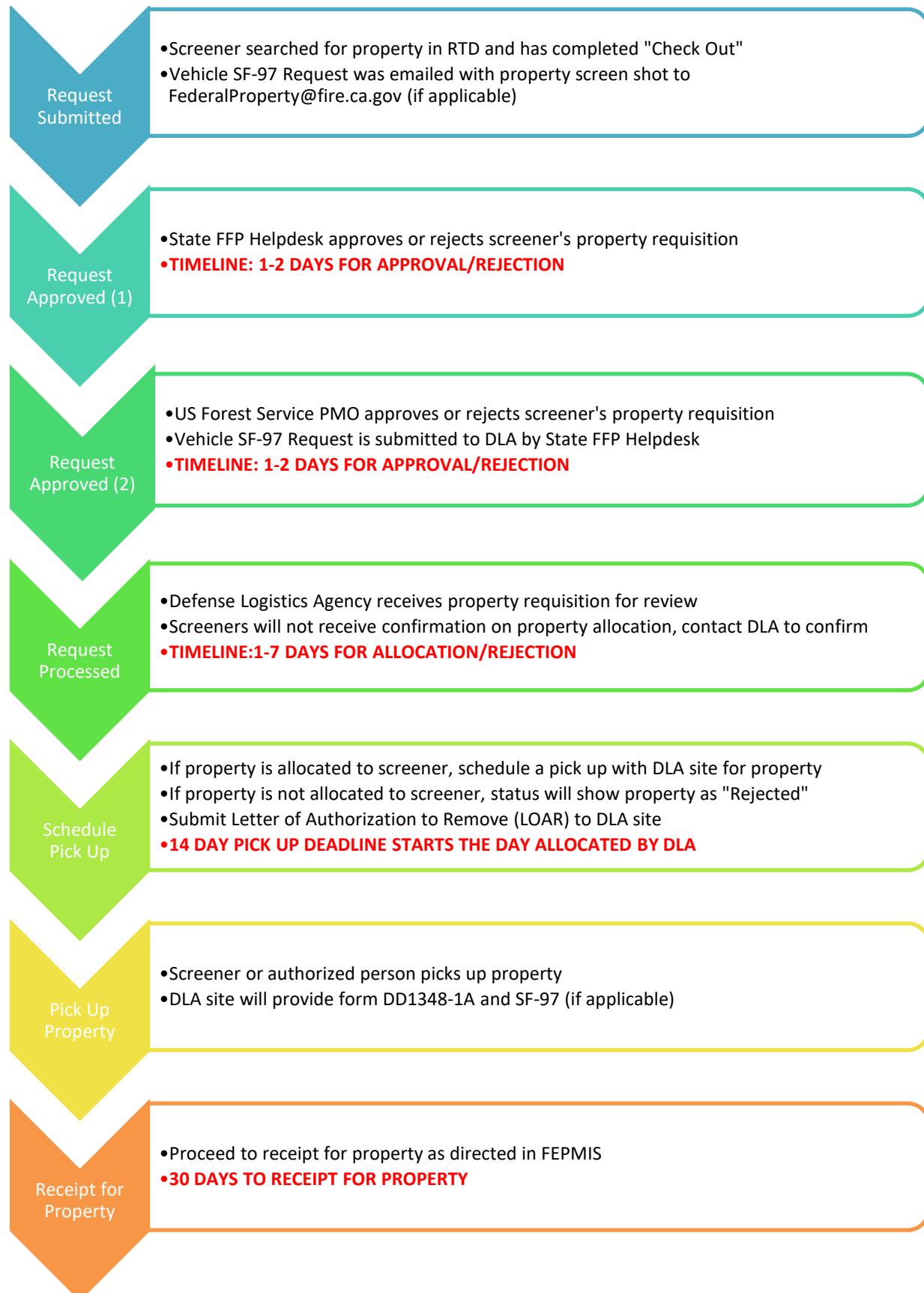
6. Once the screener has confirmed property is allocated to them, they must make an appointment with the DLA site to pick up the property.
7. Screeners will need to complete a Letter of Authorization to Remove (LOAR) the property for **every** requisition and send it to the DLA location via fax or email prior to the scheduled pick up date. LOARs will need to include:
 - Requisition Number;
 - DTID;
 - Item description in the text body.

LOARs are completed for every requisition even if the screener will be the individual picking up the property on site. See *Form on page #86*

8. Screeners must pick up the property from the DLA site within the 14-calendar day deadline from the allocation date; otherwise the request expires and will be cancelled.
9. The DLA site will provide the screener or individual picking up the property a completed DD1348-1A form and SF-97 (if applicable). If the property condition and or description does not meet the expectations of the screener at the time of pick up, they may choose not to acquire the property and cancel their request on site with the DLA site. See *Form on page #82*
10. After the property is picked up from a DLA site, the screener will receive a confirmation email confirming their property requisition had been picked up or shipped.
11. Screeners will have 30 days to complete the receiving process for the property in FEPMIS. Please refer to the Receiving Process in the FFP Program Guide for direction.

(Cont. on next page)

Property Pick-Up Flow Chart



Entering FFP Property in FEP MIS.

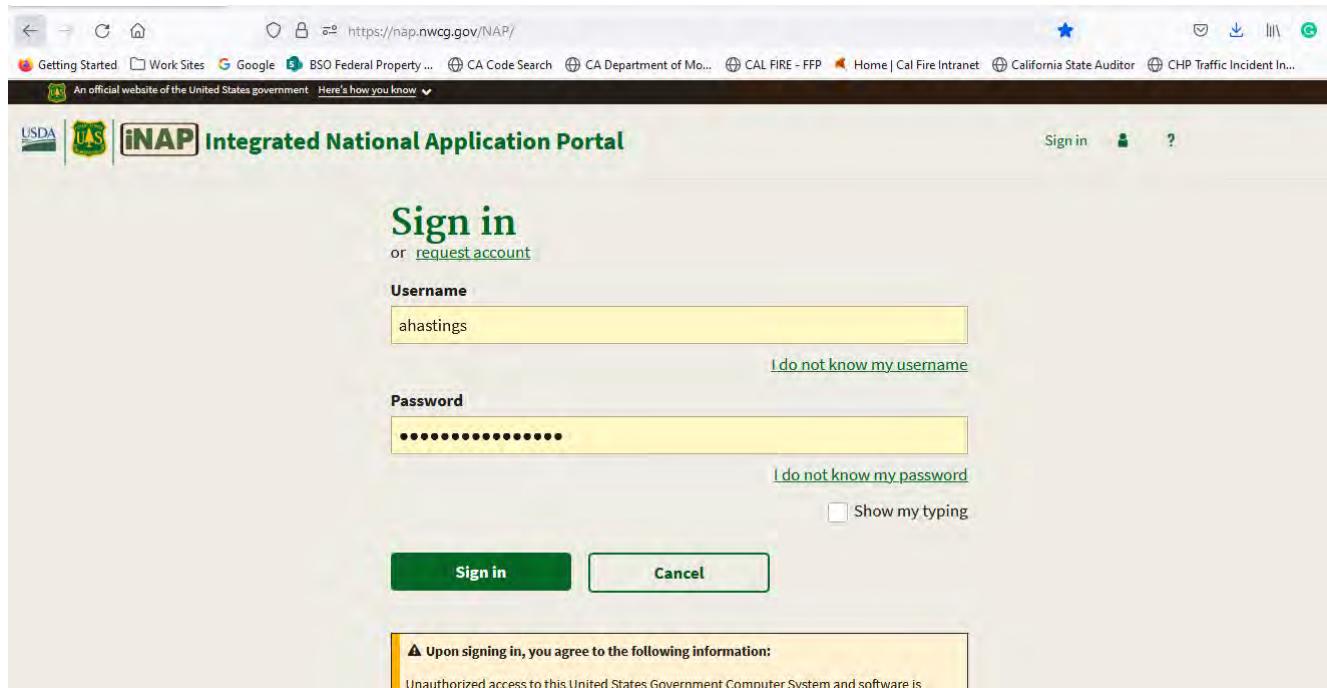
1. Log in to iNAP to access FEP MIS; <https://nap.nwcc.gov/NAP/> and click Sign In in the upper right corner.

The screenshot shows the homepage of the Integrated National Application Portal (iNAP). At the top, there is a navigation bar with links for 'Getting Started', 'Work Sites', 'Google', 'BSO Federal Property...', 'CA Code Search', 'CA Department of Mo...', 'CAL FIRE - FFP', 'Home | Cal Fire Intranet', 'California State Auditor', and 'CHP Traffic Incident In...'. Below the navigation bar, the iNAP logo is displayed, followed by the text 'iNAP Integrated National Application Portal'. A red arrow points to the 'Sign in' button in the top right corner. A 'Request account' link is also visible. The main content area is titled 'Supported applications' and contains a grid of nine boxes, each representing a different system: Data Warehouse, e-ISuite Enterprise, F&AM, FEPP FEP MIS, INCIWEB Administration, Interagency Cache Business System, Interagency Resource Ordering Capability, LESO FEP MIS, Organization Information System, SIT-209, and Weather Information. To the right of the application grid is a 'Messages' sidebar with the following content:

- NAP-PROD: LOG-ON ASSISTANCE
- For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677.

(Cont. on next page)

Key in your Username and Password. Select “Sign In button”.



Sign in
or [request account](#)

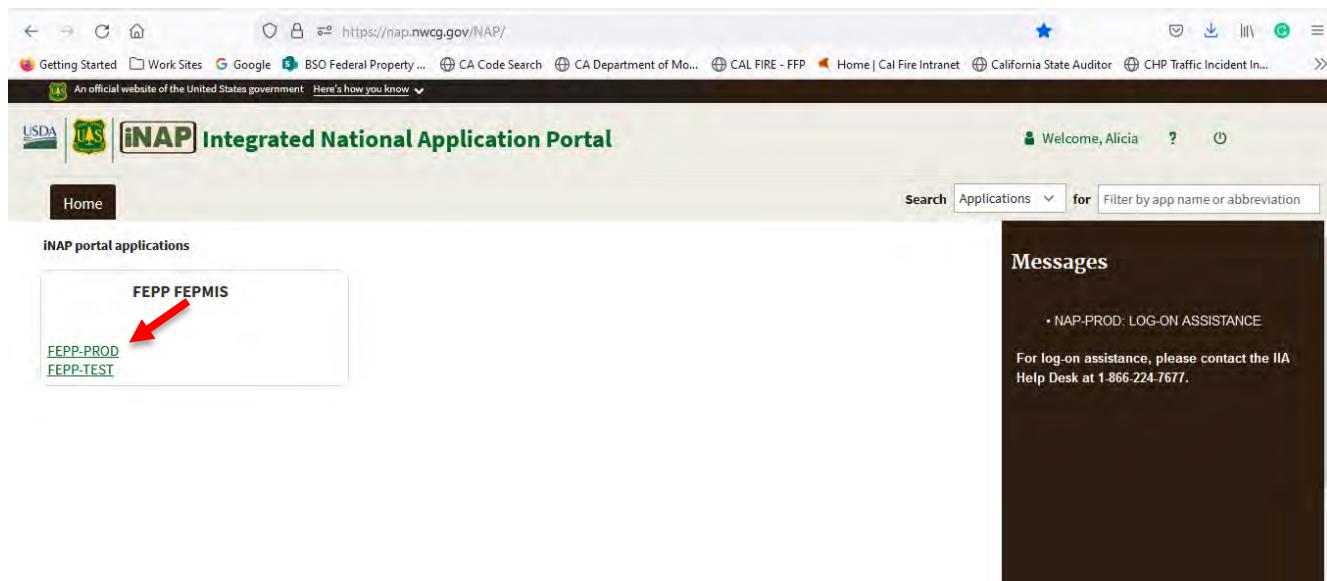
Username
ahastings [I do not know my username](#)

Password
***** [I do not know my password](#) Show my typing

Sign in **Cancel**

Upon signing in, you agree to the following information:
Unauthorized access to this United States Government Computer System and software is

Select FEPP-PROD to open FEP MIS.



Home

Search Applications for Filter by app name or abbreviation

iNAP portal applications

FEPP FEP MIS

FEPP-PROD **FEPP-TEST**

Messages

NAP-PROD: LOG-ON ASSISTANCE
For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677.

(Cont. on next page)

2. Click on **Receipts Module**:



Welcome to FAMWEB

FEPMIS

FEPMIS is an automated property management system that is used to provide full accountability and management for property acquired through the Federal Excess Personal Property (FEPP) program. FEPMIS was designed to meet all audit requirements imposed upon the States by law and regulation, as well as to provide a tool for the States to improve and assist in the effective management of FEPP. Under the FEPP program, the USDA FS Fire and Aviation Management (FAM) staff is granted the authority to acquire excess property from other Federal agencies and loan it to the various State Foresters for use in their rural and wildland fire programs. FEPMIS interfaces with the General Services Administration (GSA) Federal Disposal System (FEDS) so that any property allocated to the FS State partners generates an entry in FEPMIS, thereby preventing any 'lost' property. FEPMIS is used to create, approve, and process the Standard Form 122 (SF-122), "Transfer Order Excess Personal Property." An SF-122 allows property managers to keep track of property owned by a federal agency on loan to a state agency.

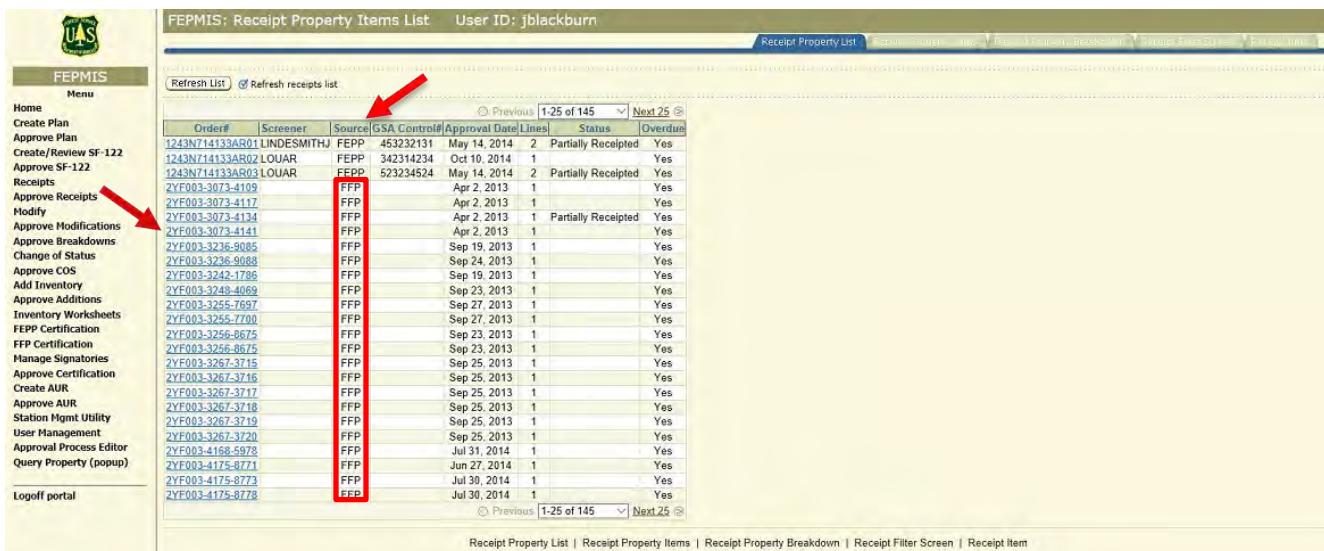
CAL FIRE
Your last logon was on: 11/28/17 11:30:47
Your password will expire on: No Expiration Date Set

Menu

- Home
- Create Plan
- Approve Plan
- Create/Review SF-122
- Approve SF-122
- Receipts** (highlighted)
- Approve Receipts
- Modify
- Approve Modifications
- Approve Breakdowns
- Change of Status
- Approve COS
- Add Inventory
- Approve Additions
- Inventory Worksheets
- FEPP Certification
- FFP Certification
- Manage Signatures
- Approve Certification
- Create AUR
- Approve AUR
- Station Mgmt Utility
- User Management
- Approval Process Editor
- Query Property (popup)
- Queries and Reports (popup)

Logoff portal

To sort your receipts by their programs, FEPP or FFP, click "source" at the top of the column.



FEPMIS: Receipt Property Items List User ID: jblackburn

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

Order#	Screener	Source	GSA Control#	Approval Date	Lines	Status	Overdue
1243N714133A001	LINDESMITHJ	FEPP	453232131	May 14, 2014	2	Partially Received	Yes
1243N714133A002	LOUAR	FEPP	342314234	Oct 10, 2014	1	Partially Received	Yes
1243N714133A003	LOUAR	FEPP	523234524	May 14, 2014	2	Partially Received	Yes
2YF003-3073-4109		FFP		Apr 2, 2013	1	Yes	
2YF003-3073-4117		FFP		Apr 2, 2013	1	Yes	
2YF003-3073-4134		FFP		Apr 2, 2013	1	Partially Received	Yes
2YF003-3073-4141		FFP		Apr 2, 2013	1	Yes	
2YF003-3236-9085		FFP		Sep 19, 2013	1	Yes	
2YF003-3236-9088		FFP		Sep 24, 2013	1	Yes	
2YF003-3242-1786		FFP		Sep 19, 2013	1	Yes	
2YF003-3249-4069		FFP		Sep 23, 2013	1	Yes	
2YF003-3255-7697		FFP		Sep 27, 2013	1	Yes	
2YF003-3255-7700		FFP		Sep 27, 2013	1	Yes	
2YF003-3256-8675		FFP		Sep 23, 2013	1	Yes	
2YF003-3256-8675		FFP		Sep 23, 2013	1	Yes	
2YF003-3267-3715		FFP		Sep 25, 2013	1	Yes	
2YF003-3267-3716		FFP		Sep 25, 2013	1	Yes	
2YF003-3267-3717		FFP		Sep 25, 2013	1	Yes	
2YF003-3267-3718		FFP		Sep 25, 2013	1	Yes	
2YF003-3267-3719		FFP		Sep 25, 2013	1	Yes	
2YF003-3267-3720		FFP		Sep 25, 2013	1	Yes	
2YF003-4168-5978		FFP		Jul 31, 2014	1	Yes	
2YF003-4175-8771		FFP		Jun 27, 2014	1	Yes	
2YF003-4175-8773		FFP		Jul 30, 2014	1	Yes	
2YF003-4175-8778		FFP		Jul 30, 2014	1	Yes	

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

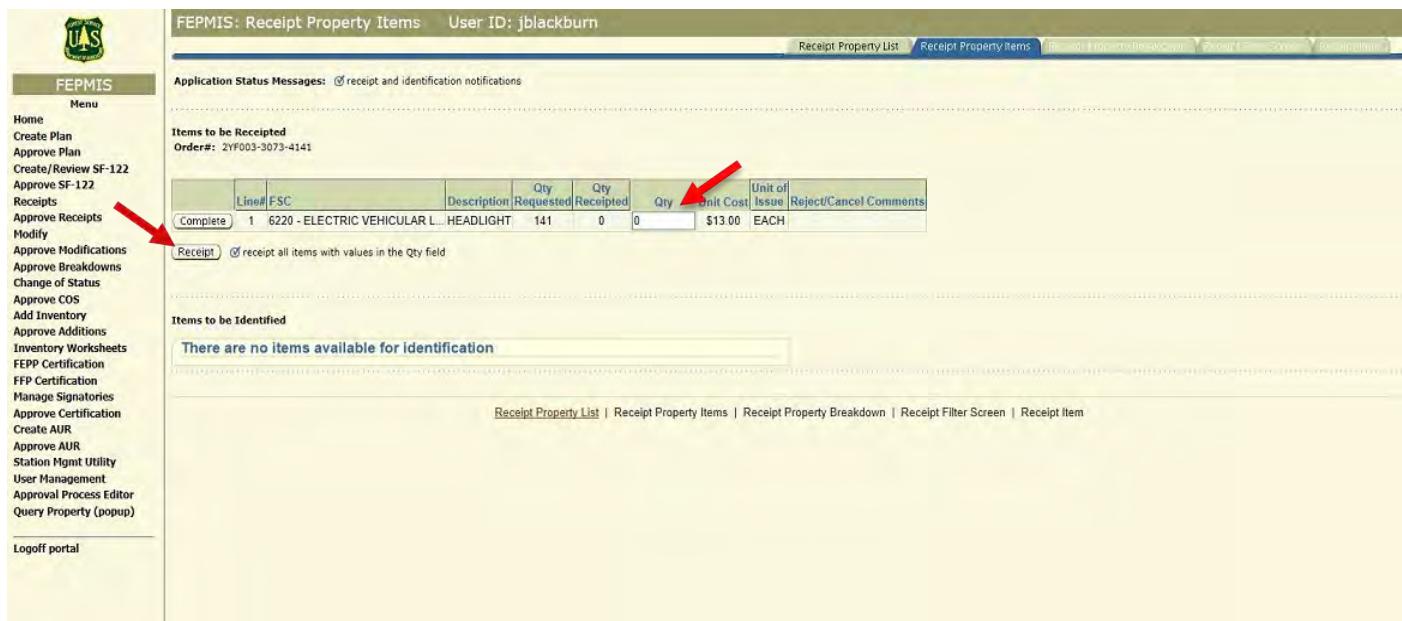
Click the order number you want to receipt for. You can find the order number on form 1348-1A that was used to pick up the item.

Your order number is made up of the following items: your DoDAAC, last digit of the calendar year, Julian Date of the screening, and the last 4 digits of your Requisition Number.

- EXAMPLE: 2YF00061171234
- Order number > Requisition Number > MILSTRIP = Different names for the same number.

Receipt all property in FEPMIS within 30 calendar days on the date of the DoD Form 1348-1A

3. Receipt for your items;



FEPMIS: Receipt Property Items User ID: jblackburn

Application Status Messages: receipt and identification notifications

Items to be Received
Order#: 2YF003-3073-4141

Line	FSC	Description	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
Complete	1	6220 - ELECTRIC VEHICULAR L...	HEADLIGHT	141	0	\$13.00	EACH	

Items to be Identified
There are no items available for identification

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Filter Screen](#) | [Receipt Item](#)

Once you have selected to order/item that you wish to receipt for, enter in the quantity and click the **Receipt** button.

(Cont. on next page)

4. Identify your items;

FEPMIS: Receipt Property Items User ID: jblackburn

Application Status Messages: receipt and identification notifications

Items to be Received
Order#: ZYP003-3073-4141

There are no items available for receipt

Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	6220 - ELECTRIC V...	\$13.00	HEADLIGHT	141	0	EACH	0	0	Identify Undo

[Receipt Property List](#) [Receipt Property Items](#) [Receipt Property Breakdown](#) [Receipt Filter Screen](#) [Receipt Item](#)

Enter the quantity of the items you wish to identify;

Enter the number of FEPMIS records you wish these items to have;

Example: If you want all 141 headlights into 1 FEPMIS record you would enter 1. If you want 41 headlights in one record and 100 in another record, you would put 141 quantity, 2 FEPMIS records, and then follow the prompts to separate out the quantities.

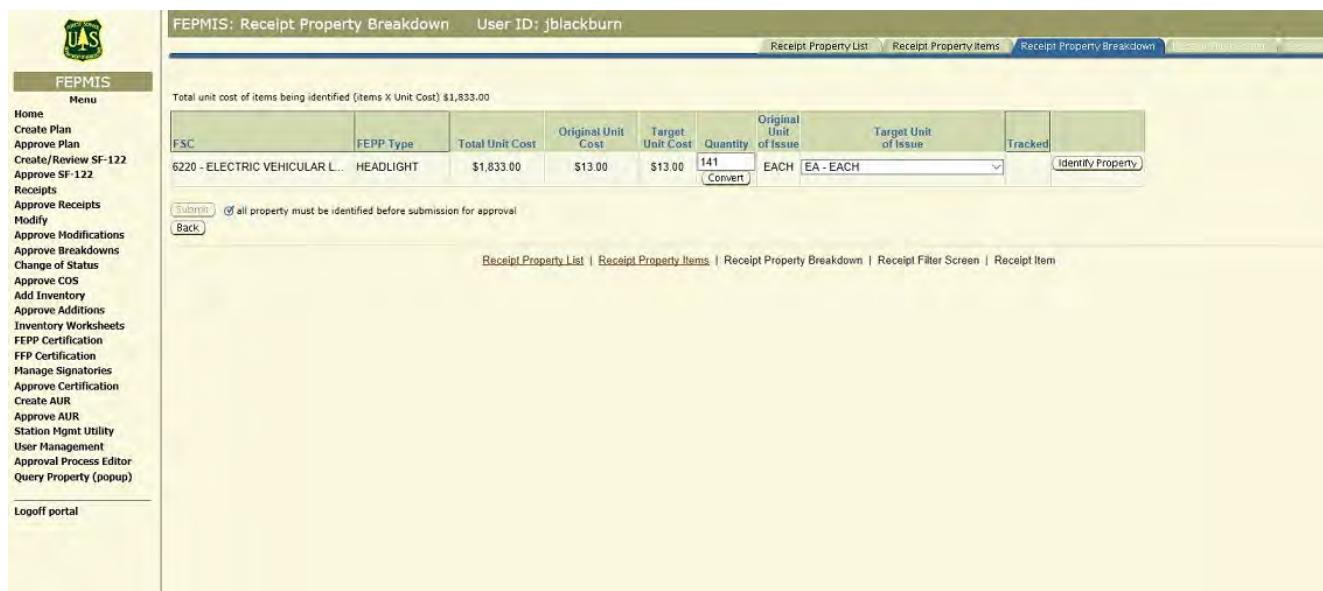
Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	6220 - ELECTRIC V...	\$13.00	HEADLIGHT	141	0	EACH	141	1	Identify Undo

Click identify, once you have entered the quantity and number of FEPMIS records for the item(s).

(Cont. on next page)

Enter the **Target Unit of Issue** from the drop down provided;



FEP MIS: Receipt Property Breakdown User ID: jblackburn

Total unit cost of items being identified (Items X Unit Cost) \$1,833.00

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked
6220 - ELECTRIC VEHICULAR L...	HEADLIGHT	\$1,833.00	\$13.00	\$13.00	141	Convert	EA - EACH	

Submit all property must be identified before submission for approval
 Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

Select **Identity Property** to move to the next step;



FEP MIS: Receipt Property Breakdown User ID: jblackburn

Total unit cost of items being identified (Items X Unit Cost) \$1,833.00

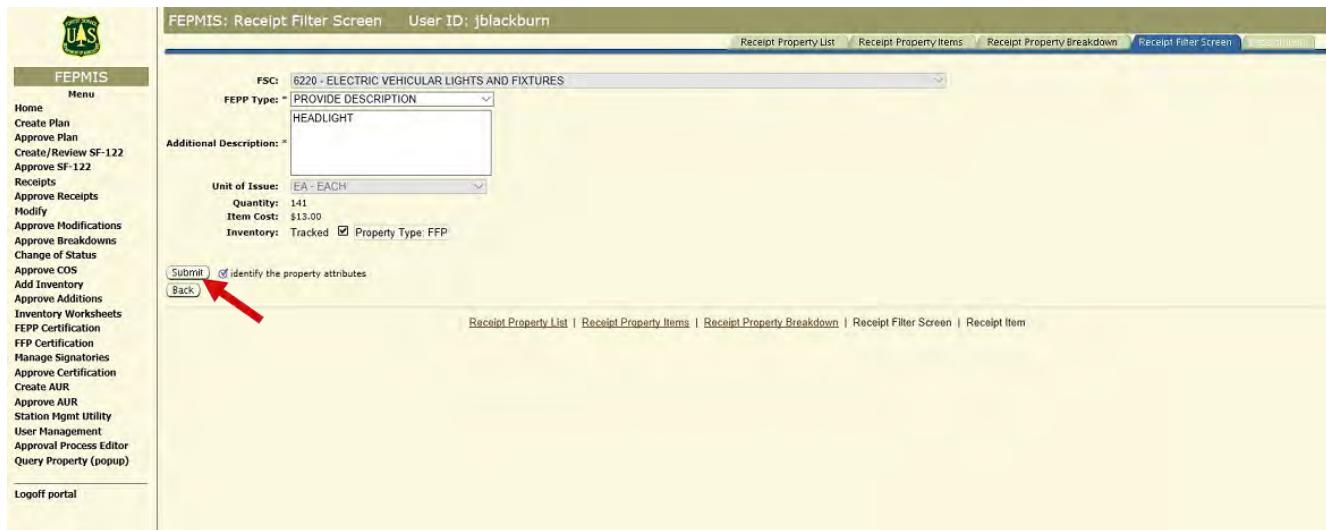
FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked
6220 - ELECTRIC VEHICULAR L...	HEADLIGHT	\$1,833.00	\$13.00	\$13.00	141	Convert	EA - EACH	

Submit all property must be identified before submission for approval
 Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

DC - DECAGRAM
DE - DECIMETER
DG - DECIGRAM
DK - DECK
DL - DECILITER
DM - DRAM
DN - GRAIN
DR - DRUM
DW - PENNYWEIGHT
DZ - DOZEN
EA - EACH
EC - ENGINE CONTAINER
ED - ENGINE CRADLE
EN - ENVELOPE
EX - EXPOSURE
FD - FOLD
FK - FOOTLOCKER
FL - FLASH
FR - FRAME
FT - FOOT
FV - FIVE
FY - FIFTY
GB - GALLON IMPERIAL
GG - GREAT GROSS
GL - GALLON
GM - GRAM
GP - GROUP
GR - GROSS
HA - HAMPER
HD - ONE HUNDRED

(Cont. on next page)

5. Item **description/type**;



FEPMS: Receipt Filter Screen User ID: jblackburn

FSC: 6220 - ELECTRIC VEHICULAR LIGHTS AND FIXTURES

FEPP Type: *PROVIDE DESCRIPTION

Additional Description: *HEADLIGHT

Unit of Issue: EA - EACH

Quantity: 141

Item Cost: \$13.00

Inventory: Tracked Property Type: FFP

Submit identify the property attributes **Back**

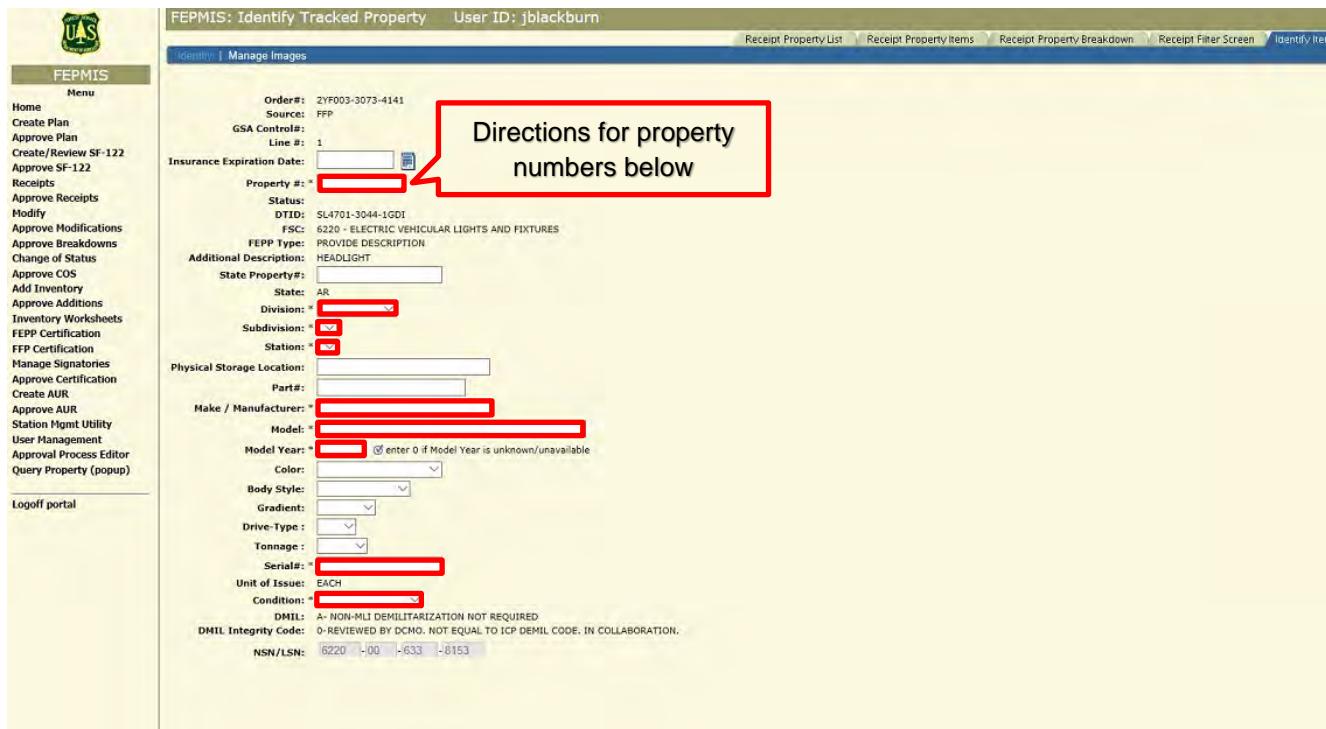
Make sure that the correct FSC code is selected;

The property can be categorized further by selecting from the drop down FEPP Type;

Add any additional comments about the product that may not have been included in the initial description.

Click **submit**.

6. Entering **Property Details and Assigning Property Number**;



FEPMS: Identify Tracked Property User ID: jblackburn

Identify | Manage Images

Order#: 2YF003-3073-4141

Sources: FFP

GSA Control#: Line #: 1

Insurance Expiration Date:

Property #: **Directions for property numbers below**

Status: SL4701-3044-1GDI

DTID: 6220 - ELECTRIC VEHICULAR LIGHTS AND FIXTURES

FEPP Type: *PROVIDE DESCRIPTION

Additional Description: HEADLIGHT

State Property#:

State: AR

Division:

Subdivision:

Station:

Physical Storage Location:

Part#:

Make / Manufacturer:

Model:

Model Year: enter 0 if Model Year is unknown/unavailable

Color:

Body Style:

Gradient:

Drive-Type:

Tonnage:

Serial#:

Unit of Issue: EACH

Condition:

DMIL: A- NON-MLI DEMILITARIZATION NOT REQUIRED

DMIL Integrity Code: 0-REVIEWED BY DCMO. NOT EQUAL TO ICP DEMIL CODE. IN COLLABORATION.

NSN/LSN: 6220 - 00 - 633 - 8153

Enter all fields that have an * next to them and any others that you can.

Property Number - All FFP Property are assigned a 12-digit tracking number in FEP MIS in the following format:

- a. DD (for Department of Defense);
- b. CA (for the State of California);
- c. 8 (last number for the year 2018),
- d. 117 (Julian date),
- e. 1234 (Last 4 digits of the Requisition number).
- f. EXAMPLE: DDCA81171234

Multiple Property Numbers - Assigning tracking numbers when breaking down one item into multiple items:

- a. DD (for Department of Defense); - Drop the first "D"
- b. CA (for the State of California);
- c. 8 (last number for the year 2018),
- d. 117 (Julian date),
- e. 1234 (Last 4 digits of the Requisition number).
- f. A, B, C, etc., depending on how many items you are breaking the single item into.
- g. EXAMPLE: DCA81171234A



The screenshot shows a web-based application for managing vehicle attributes. On the left, a sidebar lists various menu items: Approve Receipts, Modify, Approve Modifications, Approve Breakdowns, Change of Status, Approve COS, Add Inventory, Approve Additions, Inventory Worksheets, FFP Certification, FPP Certification, Manage Signatories, Approve Certification, Create AUR, Approve AUR, Station Mgmt Utility, User Management, Approval Process Editor, and Query Property (popup). The main content area is titled 'Vehicle attributes' and contains fields for 'Vehicle License#', 'Miles or Hours', 'Fuel Type', 'Number of Cylinders', 'Transmission Type', and 'Model Name'. Below these are three text input fields for 'Comment 1', 'Comment 2', and 'Comment 3', each with a 100-character limit. At the bottom of the form, there is a note: 'unchecked this box signifies that the property has NOT been physically viewed' with an unchecked checkbox. Below this note are three buttons: 'Submit' (highlighted with a red arrow), 'submit property for approval' (with a checked checkbox), 'Print Preview', and 'Back'.

Click **submit**.

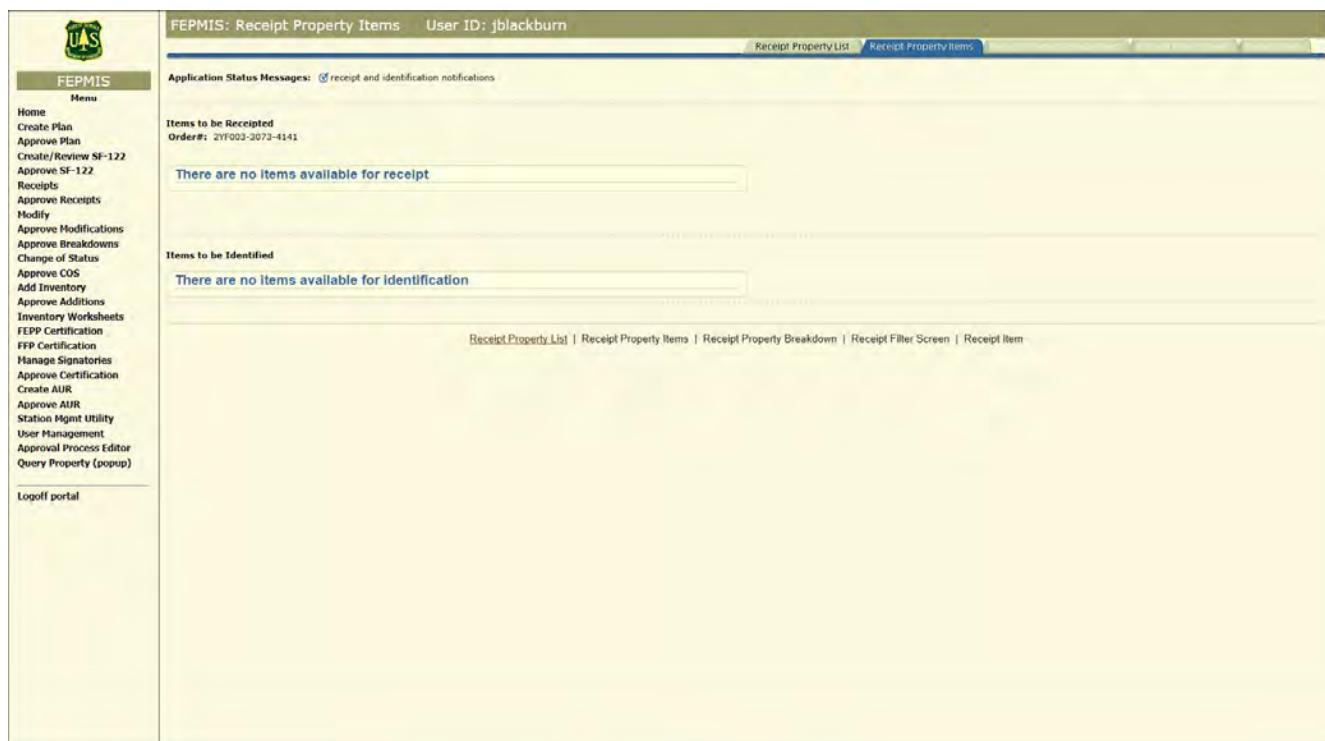
7. Submitting **Receipt for approval**:



ESC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked
6220 - ELECTRIC VEHICULAR L...	HEADLIGHT	\$1,833.00	\$13.00	\$13.00	141	EACH	EA - EACH	<input checked="" type="checkbox"/>

Submit (@ all property must be identified before submission for approval)

Click **submit** to finish processing the receipt.



Items to be Received
Order#: 2YF003-3073-4141

Items to be Identified

Summary page shows any pending receipts or items to identify.

8. **Uploading Documents and Photos** into FEPMIS;

After receipting property, upload documents and photos using **Query Property (popup)**.



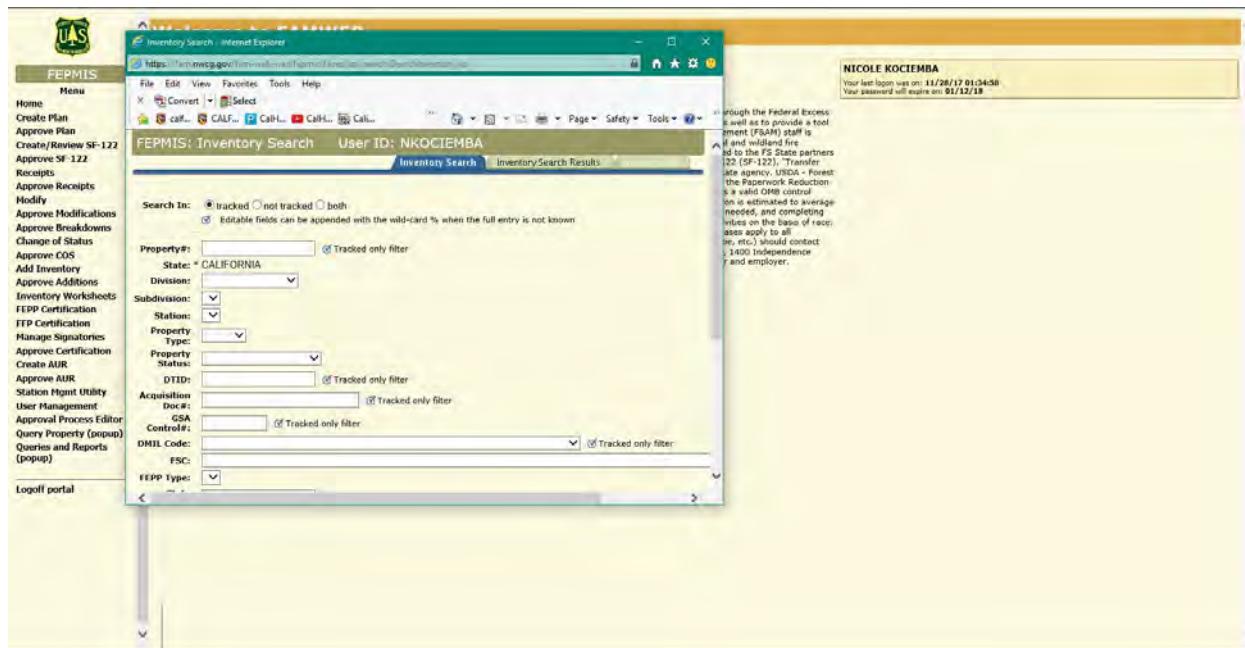
The screenshot shows the FEPMIS system interface. The top navigation bar includes the UAS logo, a search bar, and a user profile for JOHN BLACKBURN. The main content area is titled 'FEPMIS' and contains a detailed description of the system's purpose and functionality. The left sidebar, titled 'Menu', lists various administrative tasks such as Home, Create Plan, Approve Plan, Create/Review SF-122, Approve SF-122, Receipts, Approve Receipts, Modify, Approve Modifications, Approve Breakdowns, Change of Status, Approve COS, Add Inventory, Approve Additions, Inventory Worksheets, FEP Certification, FFP Certification, Manage Signatures, Approve Certification, Create AUR, Approve AUR, Station Mgmt Utility, User Management, Approval Process Editor, and Query Property (popup). The 'Query Property (popup)' link is highlighted with a red arrow.

Required documents/photos to upload and naming conventions are:

- a. Form DD1348-1A
 - The title of this document should be "PropertyName-DD1348-1A"
- b. Photos
 - The title of all photos should be "PropertyName-Date".
 - If more than 1 photo title with A, B, C, etc. after the date. "PropertyName-Date-A/B/C"
- c. SF-97 (if applicable)
 - The title of this document should be "PropertyName-SF97"
- d. CA DMV Title for Vehicles
 - The title of this document should be "PropertyName-CADMVTITLE"

(Cont. on next page)

This window will pop-up when you select **Query Property (popup)**.



Enter search criteria for the property you are uploading a document/photo for:

Search In: tracked not tracked both
 Editable fields can be appended with the wild-card % when the full entry is not known.

Property#: Tracked only filter
 State: * CALIFORNIA
 Division:
 Subdivision:
 Station:
 Property Type:
 Property Status:
 DTID: Tracked only filter
 Acquisition Doc#: Tracked only filter
 GSA Control#: Tracked only filter
 DML Code:
 FSC: Tracked only filter
 FEP Type:
 State Property #: Tracked only filter
 Serial #: Tracked only filter
 Vehicle License Number: Tracked only filter
 Disposal Report Number (CON): Tracked only filter

Submit Find property matching filter values
 Clear reset form values

- If property number is known, enter in top box.
- You can also search by location: division #, Subdivision, station, etc.
- Select property type (FFP)
- Enter Property Status – Assigned
- Click **submit**

Note There are different steps for uploading photos versus uploading documents*

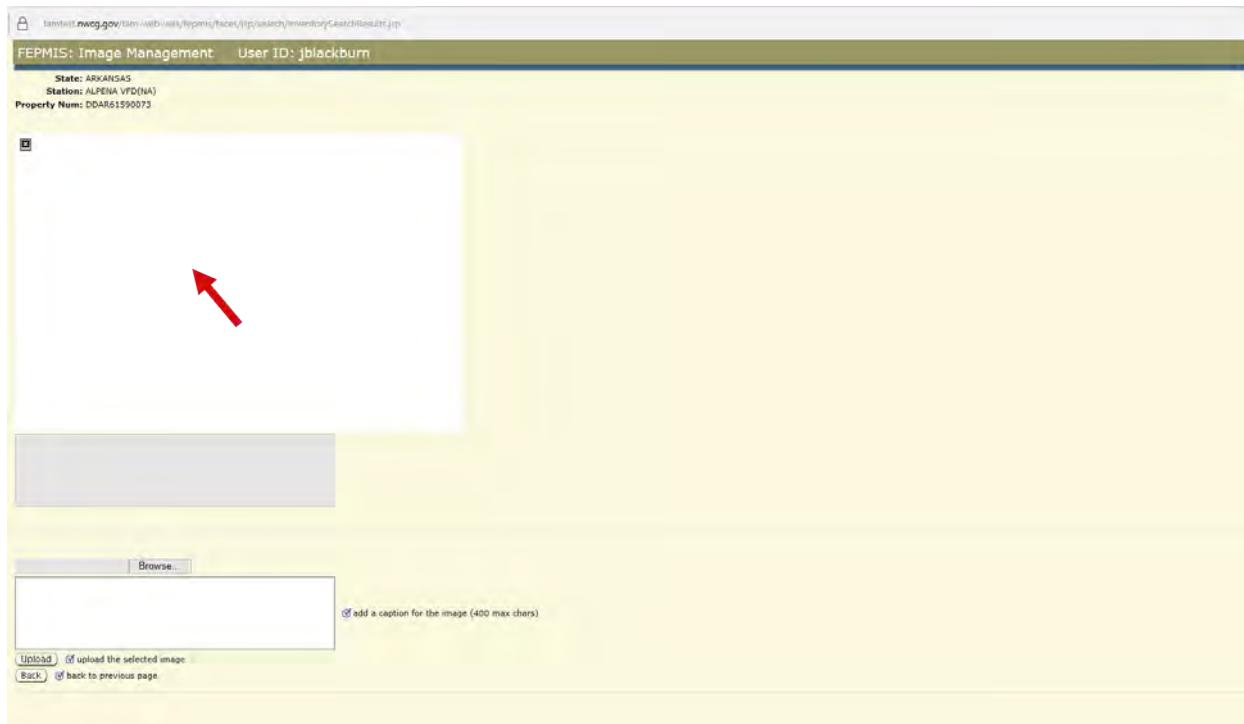
Uploading Photos:

Select the link under the images column



Images	Documents	Property#	State	Property#	Station	FSC	FEP Type	Creation Date	Quantity	Status	Tracked
of 1		DDAR61590074	ALPENA VFD	AR	2320 - TRUCKS AND TRUCK TRA.	HEAVY CARGO	August 31, 2012	1	ASSIGNED	Y	

If there are no photos uploaded for a property number yet, there will be a white box with an X;



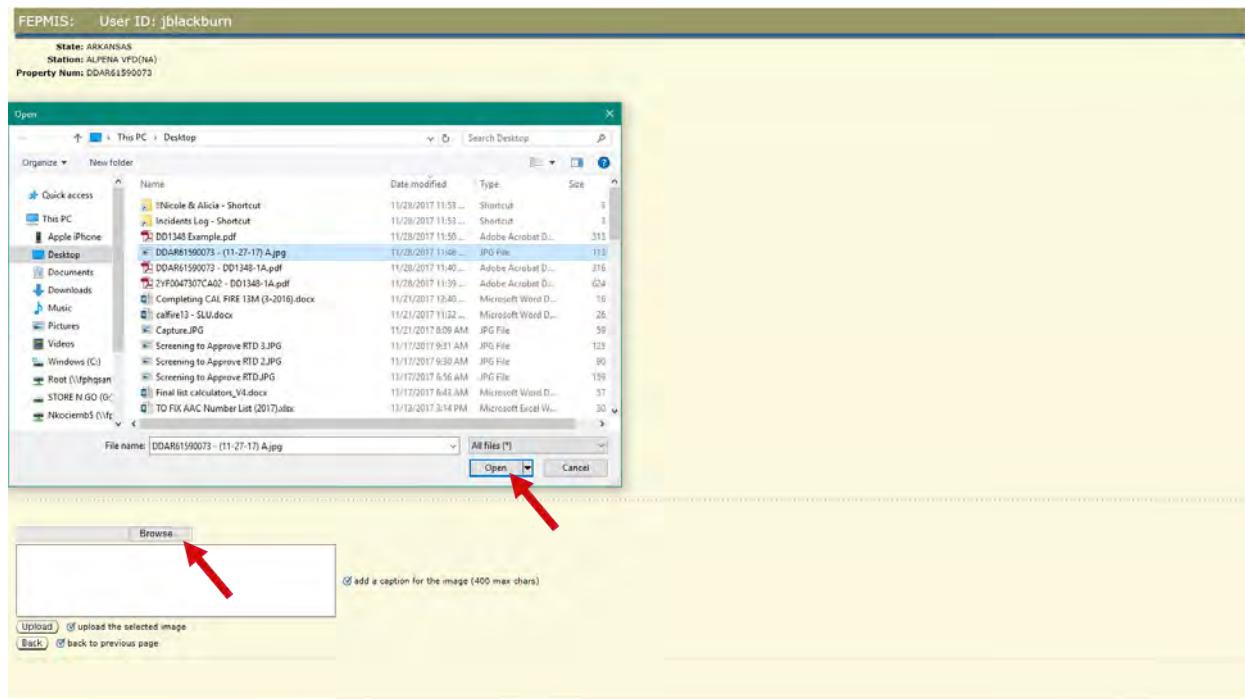
FEP MIS: Image Management User ID: jblackburn

State: ARKANSAS
Station: ALPENA VFD(NA)
Property Num: DDAR61590074

add a caption for the image (400 max chars)

of upload the selected image
 of back to previous page

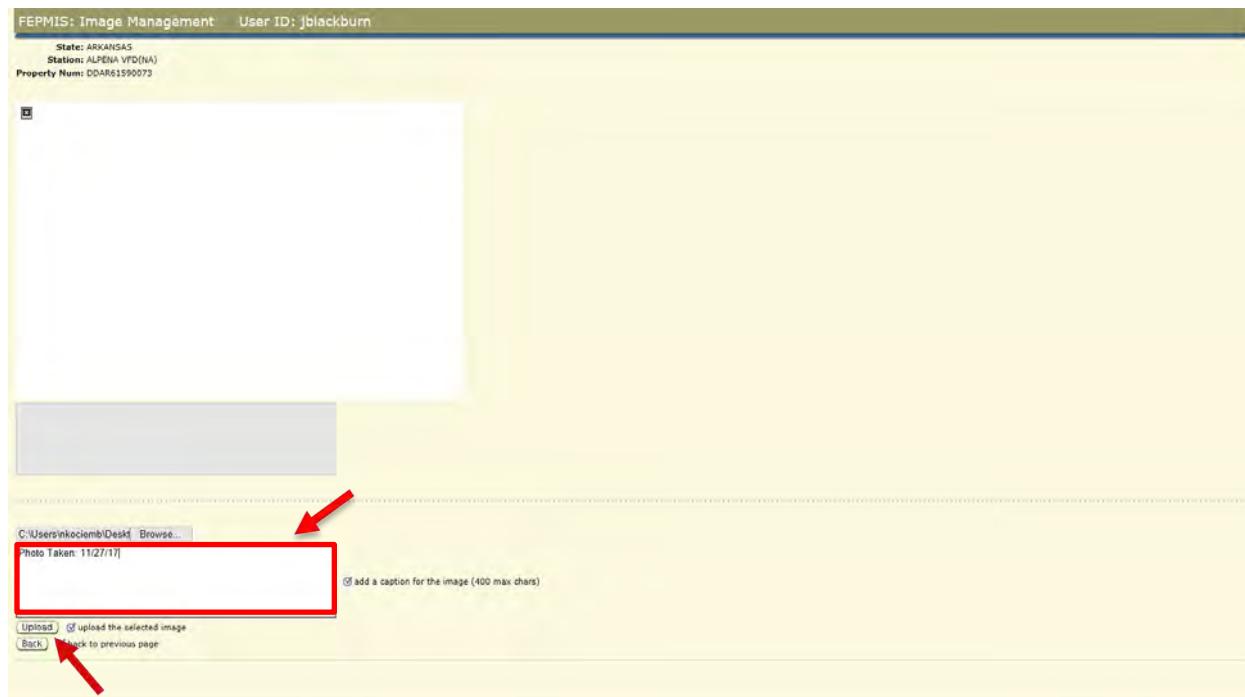
Click **Browse**;



Locate your photo file to upload, click **Open**;

Note FEPMIS will only accept photos 1 MG and smaller, resize if necessary*

Add **photo caption**: enter the date the photo was taken;



Click **Upload**;

The photo will upload and you will see a comment that it was successful.

FEPMIS: User ID: jblackburn

State: ARKANSAS
Station: ALPENA VFD(NA)
Property Num: DOAR61590073



Photo Taken: 11/27/17

Successfully uploaded file DOAR61590073 - (11-27-17) A.jpg (115124 bytes)

Browse... | Successfully uploaded file DOAR61590073 - (11-27-17) A.jpg (115124 bytes)

add a caption for the image (400 max chars)

upload the selected image
 back to previous page

Uploading Documents:

Select the link under the documents column

FEPMIS: Inventory Search Results User ID: jblackburn

Inventory Search Inventory Search Results

Place cursor over Pending status of an item to view additional information

Images	Documents	Property#	State	Property	Station	Stenn	FSC	FEPP Type	Creation Date	Quantity	Status	Tracked
0	0	DOAR61590073	ALPENA VFD	AR	2320 - TRUCKS AND TRUCK TRA...	HEAVY CARGO		August 31, 2012	1	ASSIGNED	Y	

[Inventory Search](#) | [Inventory Search Results](#) | [Inventory Item](#)

<https://famtest.nwcc.gov/fam-web-wac/fepmis/faces/jsp/search/InventorySearchResults.jsp>

Select the **Document Type** from the drop-down options;

FEPMIS: File Management User ID: jblackburn

State: ARKANSAS
Station: ALPENA VFD/NA
Property Num: DDAR6159073

Creation Date Creation User File Name Doc Type Description Keywords Delete

Upload a New Document

Current Limits: you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: indicate the document type, such as lost property, audit, etc.

Document Description: add a description for the document (500 max chars)

Optional Key Words: only alphanumeric characters are allowed

Select the File for Upload: the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

upload the selected document and save the associated information

back to previous page

Upload a New Document

Current Limits: you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: indicate the document type, such as lost property, audit, etc.

Document Description: add a description for the document (500 max chars)

Optional Key Words: only alphanumeric characters are allowed

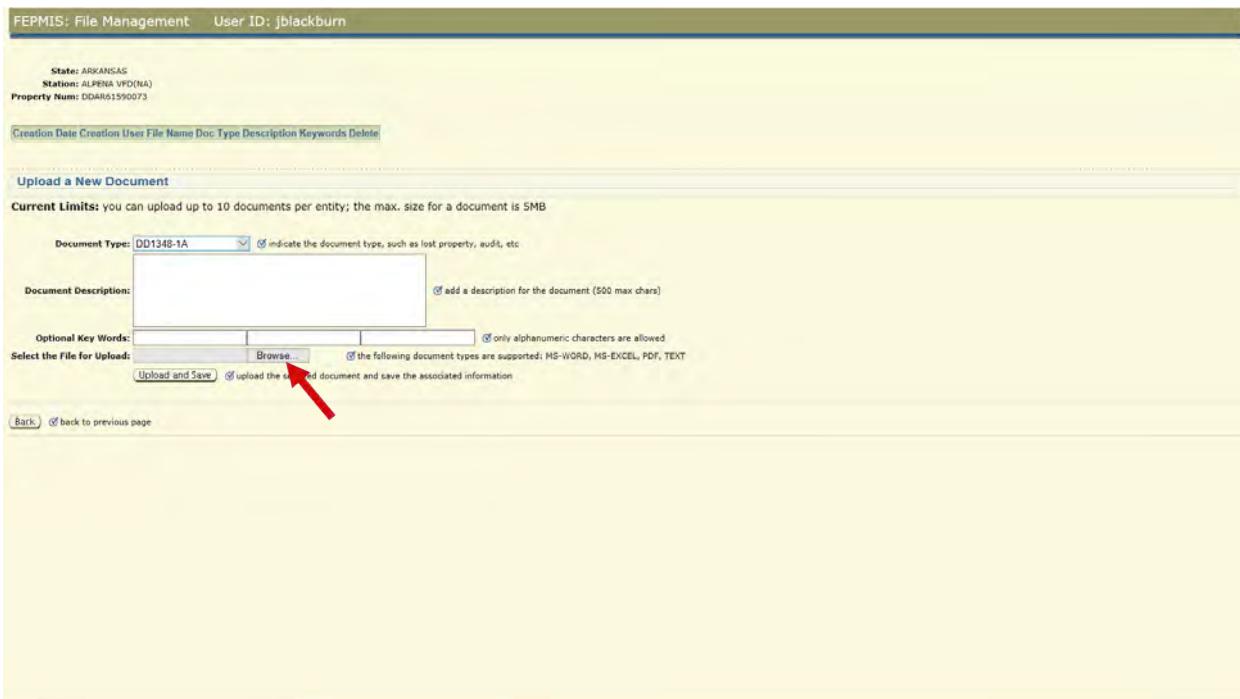
Select the File for Upload: the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

upload the selected document and save the associated information

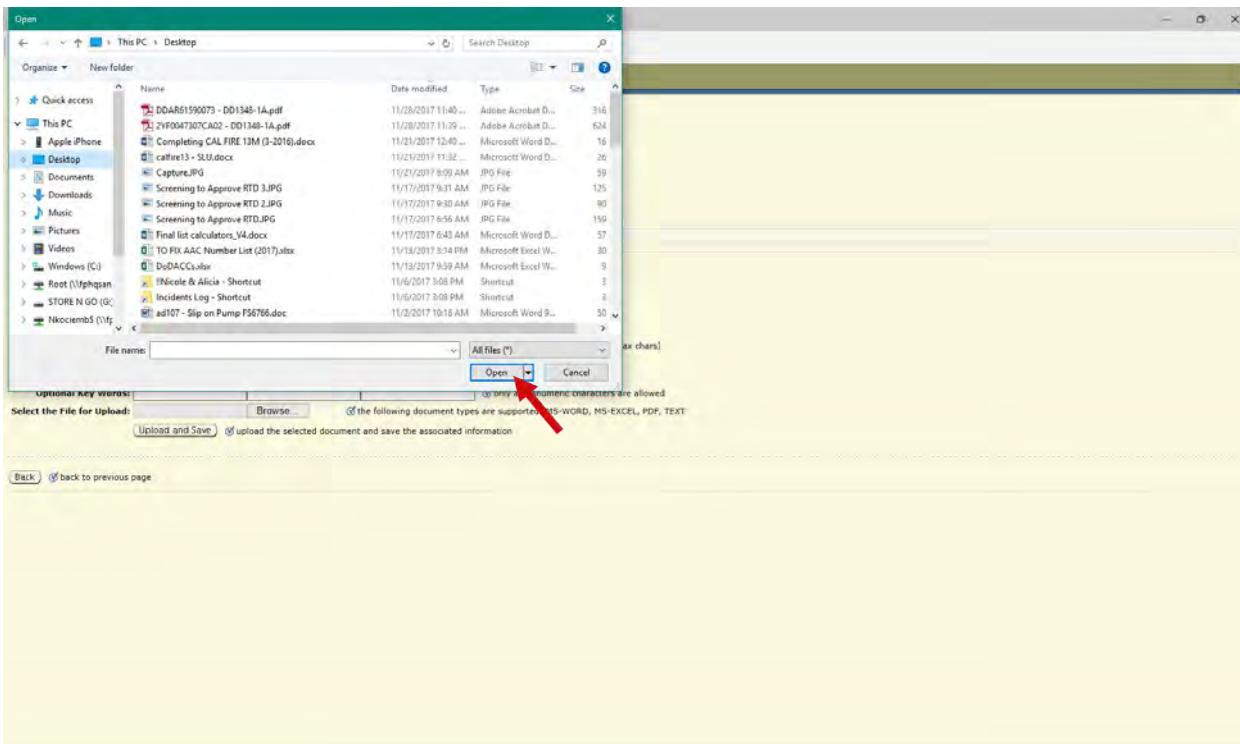
back to previous page

(Cont. on next page)

Click **Browse**;



Locate your file to upload - click **Open**;



Note* FEPMIS will only accept documents 5MB and smaller

Once the document type and document file are selected, click **Upload and Save**:



FEPMIS: File Management User ID: jblackburn

State: ARKANSAS
Station: ALPENA VFD(NA)
Property Num: DDAR61590073

Creation Date Creation User File Name Doc Type Description Keywords Delete

Upload a New Document

Current Limits: you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: DD1348-1A indicate the document type, such as lost property, audit, etc

Document Description: add a description for the document (500 max chars)

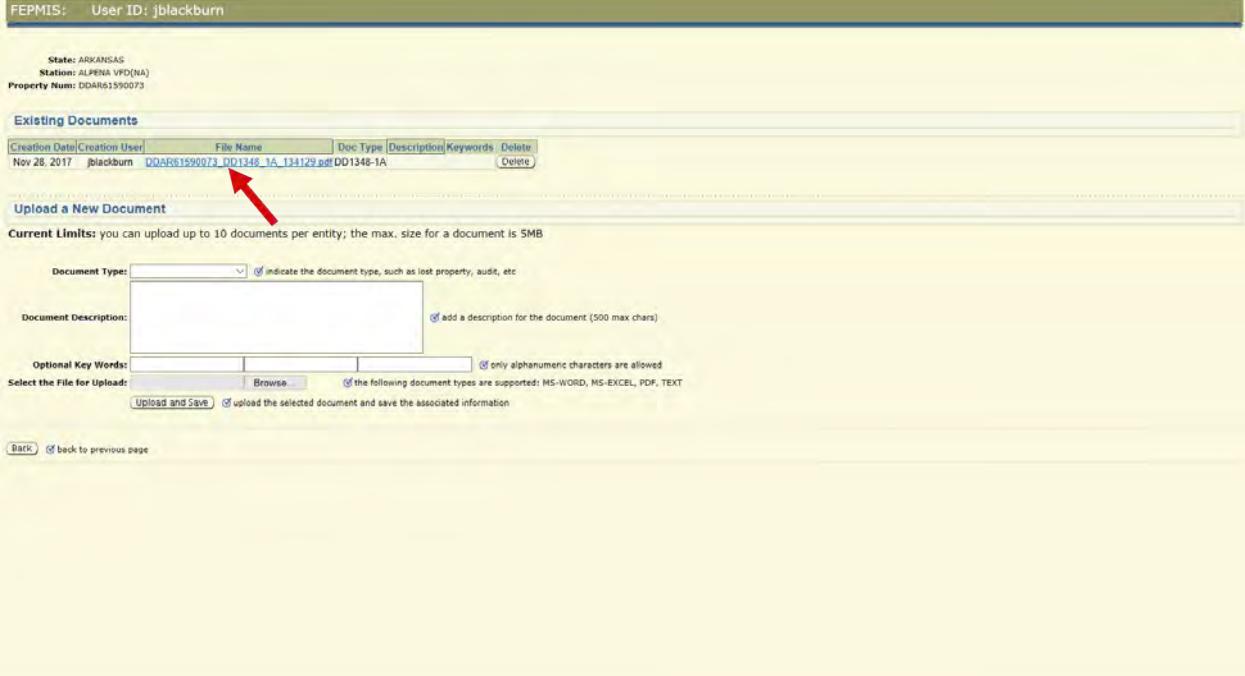
Optional Key Words: only alphanumeric characters are allowed

Select the File for Upload: C:\Users\jblackburn\Desktop\DD1348-1A_134129.pdf the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

Upload and Save upload the selected document and save the associated information

[Back](#) back to previous page

Once the document is uploaded it will show as a file link above under **Existing Documents**:



FEPMIS: User ID: jblackburn

State: ARKANSAS
Station: ALPENA VFD(NA)
Property Num: DDAR61590073

Existing Documents

Creation Date	Creation User	File Name	Doc Type	Description	Keywords	Delete
Nov 28, 2017	jblackburn	DDAR61590073_DD1348-1A_134129.pdf	DD1348-1A			Delete

Upload a New Document

Current Limits: you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: indicate the document type, such as lost property, audit, etc

Document Description: add a description for the document (500 max chars)

Optional Key Words: only alphanumeric characters are allowed

Select the File for Upload: the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

Upload and Save upload the selected document and save the associated information

[Back](#) back to previous page

9. Adding **In-Service Dates** in FEP MIS;

- Screeners must enter an “in-service” date for any property that can be used right away.
- Property that needs repair, modification, painting, retrofitting, or servicing before it is operational, will not receive an “in-service” date until it can be made operational.
- You will not be able to put an “in-service” date until all receipts have been approved. A *Pending* status will not allow you update the “in-service” date.
- **All cooperators have one year* from the day the property has been picked up to make it serviceable and update FEP MIS with an “in-service” date.**

* If more time is needed, the cooperator must contact the state FFP Helpdesk to request more time.

Log in to FEP MIS; Select **Modify**;

The screenshot shows the FEP MIS Property Search interface. The left sidebar has a 'Modify' link highlighted with a red arrow. The main search form has several fields: 'Search For' (radio buttons for 'Tracked', 'Not Tracked', and 'Both', with 'Tracked' selected and highlighted with a red box); 'CPAINS-PP' (radio buttons for 'Yes', 'No', and 'Both', with 'Yes' selected); 'Property #' (input field with 'ARKANSAS' typed); 'Division' (dropdown menu); 'Subdivision' (dropdown menu); 'Station' (dropdown menu); 'Property Type' (dropdown menu); 'DTID#', 'GSA Control#', 'DMIL Code', 'FSC', 'FEPP Type', 'State Property #', 'Serial #', and 'Disposal Report Number (COS)' (all with dropdown menus); and 'Search For' dropdowns for each of these fields. At the bottom left, there are 'Submit' and 'Clear' buttons, with 'Submit' highlighted with a red arrow. The bottom of the page shows navigation links: 'Property Search', 'Property Search Results', and 'Modify Property'.

- If property number is known, enter in top box.
- You can also search by location: division #, Subdivision, station, etc.
- Select property type (FFP)
- Keep Search For: “Tracked” selected
- Click **submit**

Click the property number link under Property # column for the item you are putting "in -service";

Select the **calendar date** that the property was put into service;

Note* Property will be able to be dropped from FEPmis and from inventory 1 year from this date.

Click ***submit***;

 **FEP MIS** [Menu](#)

Home
Create Plan
Approve Plan
Create/Review SF-122
Approve SF-122
Receipts
Approve Receipts
Modify
Approve Modifications
Approve Breakdowns
Change of Status
Approve COS
Add Inventory
Approve Additions
Inventory Worksheets
FEP Certification
FFP Certification
Manage Signatures
Approve Certification
Create AUR
Approve AUR
Station Hgmt Utility
User Management
Approval Process Editor
Query Property (popup)
[Logoff portal](#)

DML: A- NON-MIL DEMILITARIZATION NOT REQUIRED
DML Integrity Code: NA
National Stock#: 6200-00-269-3034 approval required

Additional Comments:

Vehicle attributes

Vehicle License#:
Miles or Hours:
Fuel Type:
Number of Cylinders:
Transmission Type:
Model Name:

Comment 1 (500 max):

Comment 2 (500 max):

Comment 3 (500 max):

Submit submit property modifications for update and approval
 Remove FFP property from inventory

[Property Search](#) | [Property Search Results](#) | [Modify Property](#)

Once an ‘in-service’ date has been entered, you will need to set a reminder to go back into FEPMIS exactly 1 year from the ‘in-service’ date. You will be required to remove the item out of FEPMIS so that we do not have to complete a Federal inventory for this item.

- Demil B, C, D, F & Q (other than Q6) are required to have Federal inventory for their entire lifespan, regardless of “in-service” date.

You will be contacted by the state FFP Helpdesk for any item's that need Federal inventory. The state FFP Helpdesk will provide guidelines and worksheets at that time.

10. *Dropping an item* from FEPMIS;

To drop an item from FEPMIS follow the steps for *Adding “in-service” dates* so you can get to the screen below. BUT click **Remove**:

(Cont. on next page)

DMIL: A- NON-MIL DEMILITARIZATION NOT REQUIRED
 DMIL Integrity Code: NA
 National Stock #: 6230 00 269 3034 approval required

Additional Comments:

vehicle attributes
 Vehicle License#:
 Miles or Hours:
 Fuel Type:
 Number of Cylinders:
 Transmission Type:
 Model Name:

Comment 1 (500 max):

Comment 2 (500 max):

Comment 3 (500 max):

submit property modifications for update and approval
 Remove FFP property from inventory

[Property Search](#) | [Property Search Results](#) | [Modify Property](#)

Disposal Process for FFP Property:

1. **Non-Demil Property**, ownership has transferred to the cooperator/recipient;

Demil A and Demil Q6 FFP property that has been **placed “in-service”** and **used for one year**, does not need to be reported to the USDA Forest Service for disposal. This property has been removed from FFP Inventory in FEPMIS and the cooperator/recipient is now the owner. If the recipient determines the property is no longer needed or is uneconomical to repair, they may then transfer, sell, donate, exchange, or trade it per the entity’s disposal guidelines.

Receipts from the sale may be collected by the authorized recipient for their files.

For Local Cooperatives disposals, refer to entity’s disposal guidelines.

For CAL FIRE disposals, refer to the 2800 Handbook.

2. **Inventoried Non-Demil Items**, property has not changed ownership yet;

FFP property that has not been placed “in-service” or used for firefighting or emergency services for a minimum of one year, must be reported to the USDA Forest Service for disposal authorization. The USDA Forest Service will authorize the recipient to dispose of the item by cannibalization for usable parts, sale, exchange or trade.

Contact the state FFP Helpdesk for assistance with these disposals and provide the following supporting documentation:

- i. Police report for items lost or stolen;
- ii. Accident report for items damaged or destroyed;
- iii. Mechanic’s report for items that have suffered mechanical damage and considered uneconomical to repair;

- iv. Statement explaining why the item cannot be placed “in-service” or used for one year.

3. *Inventoried Demil and Sensitive Property;*

Demil Required C, D, and F and Sensitive B and Q property require special procedures and written approval of CAL FIRE and the USDA Forest Service for disposal. Direction will be given to authorize disposal by transferring to another FFP participant, returning the item to a DoD Disposition Site, or total destruction of the property.

Contact the state FFP Helpdesk for assistance with these disposals.

Attachments





Attachment A

Demilitarized Equipment



Firefighter Property (FFP) with Demil codes B, C, D, F and Q (other than Q6) require special handling but may also be acquired. However, there are strict procedures and controls involved in disposing of these types of equipment.

Ownership of these items stay vested in the Department of Defense (DoD) and must be accounted for until they are returned to a Defense Logistics Agency (DLA) Disposition Services site or have been demilitarized per guidelines established by the DoD and USDA Forest Service. Any cost for disposal would be the responsibility of the recipient of the FFP property.

All Demil B, C, D, F and Q (other than Q6) FFP require written approval of the state and Forest Service Property Management Officer (PMO) for disposal. One of the following methods will be authorized:

1. Transfer to another FFP participant
2. Return to a DLA Disposition Services site (DLA Site)
3. Destruction

The list below details how all property with the assigned Demil code must be handled:

1. Demil A: Do not have any special requirements for the disposal; items can go to the public.
2. Demil B: Cannot go out to the public since it is required to be mutilated after use within Federal Agency programs. Demil B items cannot be disposed of without a Demil Certification with two signatures stating the item is destroyed beyond use or repair. All parts on a Demil B item must be destroyed. Demil certs and pictures are a requirement for these items.
3. Demil C: There are key components in Demil C items that must be destroyed. Contact the DLA Demil Coordinator to identify all Key Components of a Demil C item to ensure all is/will be destroyed. Demil certs and pictures are a requirement for these items.
4. Demil D: Must be destroyed to render the item completely unusable. No portion of a Demil D can be recognizable as the original piece. Demil certs and pictures are a requirement for these items.
5. Demil F: Normally these items will have hazardous materials involved; most of the time the hazardous material was removed prior to turn in to the DLA site. If acquiring a Demil F item, make sure to have the DLA site provide a copy of a statement saying there are no hazardous materials in the item. Otherwise the item

must be treated as a Demil F containing hazardous material, title will not transfer and it must be inventoried every two years.

6. Demil Q6: Will no longer need an End Use Certificate. Instead the cooperator acquiring Demil Q6 will sign a statement saying they will not sell the property to a foreign entity.
7. Demil Q other than Q6: Must be returned to the DLA site, these items may be destroyed and treated as Demil B if the items can be destroyed. Demil certs and pictures are a requirement for these items.

All above Demil B, C, D, F and Q property items can be returned to a DLA site. Before a Demil property is returned, the proper FEPMIS disposal guidelines must be followed.



Attachment B



Frequently Asked Questions

What is the FFP program?

The Firefighter Property (FFP) Program transfers excess Department of Defense (DoD) property to cooperators within fire and emergency services. In California, the Department of Forestry and Fire Protection (CAL FIRE) administers the FFP Program. The State enlists local firefighting and emergency service cooperators and assists them in acquiring property. Authority for the Program is defined in Title 10 U.S. Code § 2576b and FFP Cooperative Agreement between USDA Forest Service and CAL FIRE.

What is FEPMIS?

The Federal Excess Property Management Information System (FEPMIS) is a proprietary web-based electronic database that allows users to search and input, change or modify data, create reports, query information, locate property, and perform all operations in federal property programs implemented by the USDA Forest Service. Access to FEPMIS is provided by CAL FIRE and the USDA Forest Service.

What can be acquired in the FFP program?

Excess DoD property designed for, or which can be modified for, direct use in fire pre-suppression or suppression activities or needed for emergency services associated with the cooperators' responsibilities.

How does acquiring DoD approved property differ from acquiring FEPP property?

We receive property directly from DoD. Getting property directly from DoD allows us to get a better choice of property. DoD does not keep ownership of the property once it is acquired.

What is prohibited in the FFP program?

Property cannot be obtained for:

- Warehousing/stockpiling
- Sale
- Lease
- Rent
- Exchange
- Barter
- To secure a loan
- Supplement normal State/local government entities' budgets

Within its service life, the property cannot be authorized for:

- Cannibalization
- Parts
- Speculative use/possible future use

What are the steps to apply as an FFP Cooperator?

- STEP 1. Contact a FFP Analyst at: FederalProperty@fire.ca.gov to ask for additional information and a FFP Cooperative agreement/application packet, if needed.

The application packet includes the following:

1. FFP application form
2. Cooperative Agreement for FFP
3. Resolution from governing board approving FFP participation

*Note: Resolution **must** be submitted along with a completed Cooperative agreement. If the resolution is not received, the agreement will not be sent on for further processing and will be considered an incomplete agreement packet.*

4. Screener Request Form
- STEP 2. Send application packet with original signature to:

CALFIRE
Business Services Office
FFP Helpdesk
PO Box 944246,
Sacramento, CA 94244-2460

- STEP 3. Application packet will be reviewed by CAL FIRE for approval or further verification.
- STEP 4. The state FFP Helpdesk will prepare and send an approval to participate in the FFP program as a Cooperator. The FFP Cooperator will receive the following for their file:
 1. Copy of CAL FIRE signed Cooperative Agreement
 2. Copy of FFP Program Guide
 3. Screener Commitment Form
- STEP 5. FFP Cooperator returns Screener Commitment Form the state FFP Helpdesk at FederalProperty@fire.ca.gov
- STEP 6. FFP Help Desk will provide a username and temporary password to begin screening for property.

What is the Cooperator's role and tasks in the FFP program?

1. Acquire FFP property only for the uses allowed in the program
2. Create acquisitions, reports, input, change or modify property records in FEP MIS
3. Bear the full costs of transporting, retrofitting, modifying, maintaining, repairing, and operating the property
4. Place the property in service for a period not to exceed one year after pick up and receipt of the property
5. Carry full insurance coverage for the property
6. Properly, care for, maintain and secure the property
7. Keep the property operational and in use for one year after it has been placed in service; prior to this, provide a written report to the state if the FFP property has become inoperable or uneconomical to operate

8. Physically inventory the property if the placed in service and one year operational period has not been met
9. Retain physical property records for six years and three months

What are the Cooperator's responsibilities under their FFP agreement?

The FFP Cooperator is responsible for all costs and services, including management, personnel and overhead expenses needed to acquire FFP property. These include the following:

- Immediate pick-up and receipt of FFP Property, and transporting property from DoD excess site
- Repair and/or retrofit/modify to convert property for direct use in fire pre-suppression, suppression activities, or emergency services
- Painting (to ensure no military colors or markings are visible on equipment)
- Regular maintenance
- Sufficient insurance coverage to cover damages and injuries to persons or property. At minimum, liability insurance must be maintained; see page number two (2) of the Cooperator Agreement for more information
- All other funds to transport, repair, maintain, retrofit, and refurbish FFP equipment to comply with the placed-in-service deadline of one year

What are the Cooperator's activity deadlines under their FFP agreement?

- **WITHIN ONE YEAR OF PICK UP, THE PROPERTY MUST BE PLACED IN SERVICE.** Placed-in-Service means the property was made operational through proper conversion and/or repair (this includes painting vehicles and other rolling stock in the Cooperator's Department or Agency color and seal).
- **THE PROPERTY MUST BE USED FOR ITS DESIGNATED PURPOSE ONE YEAR AFTER THE PLACED-IN-SERVICE DATE.** One year after the item has been placed in service, as recorded in FEPMIS, the Cooperator must maintain accounts for and use the property for firefighting and/or emergency needs for one continuous calendar year. Failure to use and maintain the property for at least one year after being placed in service, obligates the Cooperator to Inventory the property in FEPMIS before any disposal is authorized by State and USDA Forest Service.

Can a Cooperator nominate more than one Screener?

No, a cooperater can apply for only one screener at a time. However, a screener can be replaced as needed to ensure continuity and coverage.

Can a Cooperator's screening access be discontinued or revoked?

Yes, CAL FIRE can discontinue or revoke screener's access if either abuse or fraud has been proven.

Can a Cooperator's FFP agreement be suspended or terminated?

Yes, CAL FIRE can suspend or terminate the agreement due to unresolved failure to abide by or willful violation of the agreement.

Where can a Cooperator find out more about the FFP?

- <https://www.fs.usda.gov/managing-land/fire/fepp>
- CAL FIRE Federal Property Coordinator(s)
- USDA Forest Service FFP Standard Operating Procedures (Ask CAL FIRE Federal Property Coordinator for a copy)

Who are the CAL FIRE contacts for FFP?

Department of Forestry and Fire Protection Business Services Office (BSO)		
NAME:	TITLE:	PHONE NUMBER:
Nicole Harner	Manager of Property and Local Services	(916) 894-9804
Alicia Hastings	Federal Property Coordinator	(916) 894-9809
Vacant	Federal Property Coordinator	
Vacant	Federal Property Coordinator	
FFP Desk Mailing Address	CAL FIRE Business Services Office – FFP Program PO Box 944246, Sacramento, CA 94244-2460	
FFP Helpdesk Email Address	FederalProperty@fire.ca.gov	
FFP Website	https://www.fire.ca.gov/resources/equipment-programs/	

Attachment C



STATE OF CALIFORNIA, THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

APPLICATION FOR PARTICIPATION FIREFIGHTER PROPERTY (FFP) PROGRAM

NEW

UPDATE

SCREENER ID (Update Only):

Date of Application: _____

COOPERATOR INFORMATION	
Cooperator Name:	
Physical Address (No P.O. Box):	
Mailing Address (If different from above):	
City:	
County:	
Zip Code:	
Phone Number:	
Fax Number:	
Fire Cooperator Email:	
COOPERATOR'S FIRE CHIEF'S INFORMATION	
Title:	
Name:	
Email:	
Phone Number:	
Cell Phone Number:	
COOPERATOR'S FFP POINT OF CONTACT (POC) / SCREENER	
<i>Designated Point of Contact/Screeener does not have to be Fire Chief. The POC must be an individual who may be easily reached to coordinate with CAL FIRE.</i>	
Title:	
Name:	
Email:	
Phone Number:	
Cell Phone Number:	

<input type="checkbox"/>	I certify that I have read and understood the FFP Program Guide for Cooperators to participate in the Firefighter Property Program (Title 10 U.S. Code § 2576b).
--------------------------	--

<input type="checkbox"/>	I certify that appropriate local funding will be made available to transport, repair, maintain, retrofit and refurbish FFP equipment to comply with the placed in service deadline of one (1) year from the date acquired property is picked-up from Department of Defense (DoD) Disposition site and returned to Local Fire Cooperator's site.
--------------------------	---

*** This application must be updated and resubmitted within 30 calendar days whenever there is a change in either of the following:**

1. Local Fire Cooperator's name, mailing and physical address, contact numbers (direct phone and fax) and email;
2. Fire Chief's information: name, contact numbers (direct phone and cell phone) and email;
3. Main Point of Contact for FFP Screeners and FFP general information: name, contact numbers (direct phone and cell phone) and email.

COOPERATOR	
NAME OF FIRE DEPARTMENT:	
BY (Authorized Signature): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

Note: This section filled out by Sacramento FFP Program Office & USFS

STATE OF CALIFORNIA Department of Forestry and Fire Protection	
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
BY (CAL FIRE BUSINESS SERVICES OFFICE): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

Attachment D



STATE OF CALIFORNIA, THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

SCREENER REQUEST FORM
FIREFIGHTER PROPERTY (FFP) PROGRAM

New Screener – Complete Steps 1 & 2

Step 1 – Complete “Screener Information” Section.

Step 2 – Have Authorizing Section signed by Fire Chief or other Official & CAL FIRE State FFP Coordinator.

Step 3 – CAL FIRE State FFP Coordinator will email Screener Ids and Passwords to Screener upon process completion.

SCREENER INFORMATION – STEP 1		
Name (First and Last): <input type="text"/>		
Fire Cooperator Name: <input type="text"/>		
Street Address (No P.O. Box): <input type="text"/>		
Mailing Address (If different from above): <input type="text"/>		
City and State: <input type="text"/>		Zip Code: <input type="text"/> -
Phone Number w/ Area Code: <input type="text"/> (<input style="width: 20px;" type="text"/>) - <input type="text"/> Ext.		Cell Phone Number w/ Area Code: <input type="text"/> (<input style="width: 20px;" type="text"/>) - <input type="text"/>
E-mail Address: <input type="text"/>		

ACCESS LEVEL REQUESTED (check off below):

DoD SEARCH/SELECT PROPERTY
FEP MIS USER

Authorizing Signatures – STEP 2	
BY (Fire Chief or Authorizing Signature): <input type="text"/>	DATE SIGNED:
BY (FFP Coordinator): <input type="text"/>	DATE SIGNED:

Note: This section filled out by Sacramento FFP Program Office & USFS:

FEPMIS Information

SCREENER ID:	TEMPORARY PASSWORD:
--------------	---------------------

AMPS/RTD Login Information

LOGON ID:	TEMPORARY PASSWORD:
-----------	---------------------

DoDAAC Information

DoDAAC #:

USDA Forest Service

BY (Forest Service Property Management Officer): 	DATE SIGNED:
---	--------------



Defense Logistics Agency (DLA)

The Right Solution - On Time, Every Time

California DLA Disposition Locations:

1. DLA Barstow - San Bernardino County, Barstow, CA
<http://www.dla.mil/DispositionServices/Contact/FindLocation/barstow.aspx>
2. DLA Pendleton - San Diego County, Camp Pendleton, CA
<http://www.dla.mil/DispositionServices/Contact/FindLocation/pendleton.aspx>
3. DLA San Diego - San Diego County, San Diego, CA
<http://www.dla.mil/DispositionServices/Contact/FindLocation/sandiego.aspx>
4. DLA San Joaquin - San Joaquin County, Tracy, CA
<http://www.dla.mil/DispositionServices/Contact/FindLocation/sanjoaquin.aspx>
5. DLA Sierra Army Depot - Lassen County, Herlong, CA
<http://www.dla.mil/DispositionServices/Contact/FindLocation/sierra.aspx>

All DLA Location Listings:

<http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx>



Attachment F



Federal Supply Condition Codes

The supply condition code is assigned when property is turned in to DLA Disposition Services Sites. Supply condition codes are defined as follows:

A - Serviceable - Issuable without Qualification

New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months' shelf life remaining.

B - Serviceable - Issuable with Qualification

New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas because of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months' shelf life.

C - Serviceable - Priority Issue

Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months' shelf life remaining.

D - Serviceable - Test/Modification

Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

E - Unserviceable - Limited Restoration

Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.

F - Unserviceable – Reparable

Economically repairable material which requires repair, overhaul, or reconditioning. Includes repairable items which are radioactivity contaminated.

G - Unserviceable – Incomplete

Material requiring additional parts or components to complete the end item prior to issue.

H - Unserviceable – Condemned

Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactivity contaminated, Type I shelf life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended.



Attachment G

Federal Supply Class (FSC) Codes



Federal Supply Class (FSC)	Class Description
1510	Multi Engine
1510	Single Engine
1560	Exhaust System
1560	Fuselage
1560	Tail Boom
1610	Hub
1610	Power Control Unit & Assembly
1615	Drive Train Mechanisms
1615	Gear Box
1615	Main Rotor and Assembly
1615	Rotor Blade
1615	Tail Rotor and Assembly
1620	Landing Gear
1630	Braking Components and Assemblies
1630	Wheel
1650	Pump
1650	Servo
1650	Tank
1650	Valve
1680	Actuator
1730	Hoist and hoist assembly
1730	Lift equipment and assembly
1730	Platforms, Ladders, Ramps
1925	Fire Boat
2305	All-Terrain Vehicle
2305	Vehicle, Tracked
2310	Bus
2310	Car, Station Wagon, sedan
2310	Cart, Electric or Gas
2310	Commercial Ambulance
2320	Crew Cab
2320	Dump
2320	Gamma Goat
2320	Heavy Cargo
2320	Hummer or HMMWV

2320	Pickup
2320	Tender
2320	Tractor
2320	Utility
2320	Van
2320	Wildland, Fire Truck
2330	Boat
2330	Camper, Pop-up
2330	Camper, Rigid Wall
2330	Cargo
2330	Compressor/Generator
2330	Flat Bed
2330	Flood Light
2330	Low Boy
2330	Tilt Bed
2330	Van Box
2330	Water Tank
2350	Carrier, Tracked
2410	Bulldozer
2410	Crawler
2420	Tractor, Full Size Farm
2420	Tractor, Lawn and Garden
2510	Truck Bed
2510	Van Body
2510	Wheel Coupler
2520	Case, Transfer
2520	Transmission, Automatic/Standard
2530	Axle, Front
2530	Axle, Rear
2530	Track, Crawler Tractor
2540	Cover, Truck
2590	Winch
2815	Engine, Diesel
2815	Engine, Multifuel
2840	Component
2840	Engine, Turbine
3431	Welder, arc mobile
3510	Dryer, Laundry
3510	Washer, Laundry
3694	Room, Modular
3694	System, Recovery
3695	Chainsaw
3695	Chipper, Brush
3710	Cultivator
3710	Disc, Harrow
3710	Mop up unit

3710	Plow
3710	Tiller
3720	Grass Cutter
3720	Hay Mowers
3720	Sickle Bar Attachment
3740	Assembly, Pump and Tank
3740	Sprayer
3750	Push Mower
3805	Backhoe
3805	Ditcher
3805	Excavator
3805	Grader
3805	Loader
3805	Scraper
3805	Trencher
3810	Crane
3825	Snowplow, Motorized
3825	Sweeper, Motorized
3895	Mixer
3895	Roller, Sheepsfoot
3895	Tamper
3920	Hand Truck
3920	Pallet Jack
3930	Forklift
3930	Tractor, Warehouse
3950	Crane
3950	Gantry
3950	Hoist
3950	Winch
3990	Lift, Pallet
3990	Ramp, Portable
3990	Ramp, Vehicle Loading
4110	Box, Storage, Refrigerated
4110	Cooler, Ice Cream
4110	Ice Machine
4110	Refrigerator, Household
4110	Refrigerator, Industrial
4210	Bucket, Canvas, Bambi
4210	CAFS Firefighting Unit
4210	Dryer unit, Firehose
4210	Fire Truck, Commercial Ladder
4210	Fire Truck, Commercial Pumper/Engine
4210	Simulator, Fire
4220	Manifold
4910	Kit, Tool, Auto Maintenance
4940	Kit, Shop Equipment

5410	Building, Portable
5410	Building, Prefabricated
5410	Building, Quonset
5410	Chamber, Fumigation
5411	Shelter, Communications
5411	Shelter, Electronics
5411	Shelter, Empty
5411	Shelter, Pedestrian
5411	Shelter, Shop
5430	Water
5445	Tower, Lookout
5445	Tower, Radio
5450	Bleachers
5855	Goggles
5855	Scopes
6115	Skid Mount
6910	Training Dummy, Resuscitation
7010	Computer, Desktop
7010	Computer, Laptop
7025	Modem
7025	Plotter
7025	Printer
9905	Costume, Smokey Bear
9999	Provide Description



Attachment H



Julian Date Calendar (NON-LEAP YEAR)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Julian Date Calendar (LEAP YEAR)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Local Cooperator Agreement



STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
DEPARTMENT OF DEFENSE
FIREFIGHTER PROPERTY (FFP) PROGRAM
Under Title 10 United States Code § 2576b

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

This agreement made and entered into this _____ day of _____, **20** , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the _____, hereinafter referred to as the COOPERATOR, covenants as follows:

I. PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering excess Department of Defense (DoD) personal property as part of the Firefighter Property (FFP) program, which allows the COOPERATOR to take custody and use FFP property in providing fire and emergency medical services, including disaster relief activities.

II. MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection, and suppression of all fires near and adjacent to the property and the people of California, including providing medical emergency services and disaster relief.

III. AUTHORITIES

The Secretary of Defense is authorized by Title 10 United States Code § 257b to transfer to firefighting agencies, personal property that is excess to the needs of the DoD and that the Secretary of Defense determines is suitable to be used by such agencies in fire protection, emergency medical services and disaster relief activities.

IV RESPONSIBILITIES
THE COOPERATOR AGREES:

1. To only screen and acquire FFP property that are designed for or can be modified for direct use in fire pre-suppression or suppression activities, provide emergency medical services associated with the COOPERATOR's fire service responsibilities, or items that can be used to support disaster relief activities.
2. FFP property cannot be requested or issued for: cannibalization, parts, for speculative/possible future use, warehousing/stockpiling, or to sell, lease, rent, exchange, barter, secure a loan, or to otherwise supplement normal budget.
3. Warehousing/stockpiling is only authorized for disaster response accommodations. FFP property such as generators, cots, tents, etc. that are obtained to support potential disaster relief or other contingency operations will be considered to have been placed into use if they are readily available to support emergency contingencies.

4. To send the STATE a copy of the signed receipt (1348-1A) for each FFP property item removed from the DoD Defense Logistics Agency (DLA) upon return from property pick up. This is a mandatory requirement as identified by the DoD and the USDA Forest Service.
5. To bear the entire cost of transportation, retrofit, modification, maintenance, repair, (including painting, as necessary) and operation of acquired FFP property while in the COOPERATOR'S possession, and relieve the STATE of all responsibility and liability in matters related to FFP property.
6. Acquired FFP property must be placed into use or ready for use within one (1) year of receipt. If the property is not placed for use in the one (1) year timeline, the property must be returned to the DoD Defense Logistics Agency (DLA) at the COOPERATOR's expense.
7. To ensure add on tanks, pumps, hose reels, modification of property (e.g.: converting fuel tanker to a water tanker) etc. will not cause an acquired FFP vehicle to exceed the manufacturer's Gross Vehicle Weight (GVW) rating. This could compromise the safe use of the FFP vehicle.
8. To obtain prior to operation of any FFP property, the minimum liability insurance in the amount required by State law to cover the operation of FFP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the FFP property.
9. Insurance is not required on any FFP property that has a DEMIL code of B, C, D, F and Q (other than Q6) along with other property with special handling requirements that remain titled to the DoD.
10. The COOPERATOR must paint any FFP rolling stock that has distinct military colors or markings.
11. The COOPERATOR shall be responsible for the proper care, maintenance, security, and storage of the FFP property.
12. The COOPERATOR is required to keep the FFP property operational for a minimum of one (1) year after "In Service" date before normal disposal can take place.
13. Identify and track all FFP property that has a DEMIL code of B, C, D, F and Q (other than Q6) which require special handling. These FFP property items will not transfer ownership to the COOPERATOR and will remain titled to the DoD.
14. COOPERATOR will contact the STATE for FFP property that has a DEMIL code of B, C, D, F and Q (other than Q6) that is no longer needed and to be returned to the DLA at the COOPERATOR's expense.
15. The DoD reserves the right to recall DEMIL property issued through the FFP program at any time tracked by the USDA Forest Service for accountability purpose until the COOPERATOR requests disposal of the FFP property item.
16. FFP property that has not been used for firefighting or emergency services for a minimum of one year must be reported to the STATE and USDA Forest Service for disposal authority. Supporting documentation must be provided on why the property needs to be disposed prior to the one year of use. Possible documentation includes:
 - a. A police report for items lost or stolen.
 - b. An accident report for items that have been damaged, destroyed or rendered uneconomical to repair due to an accident.
 - c. A mechanics report for items that have suffered mechanical damage and are now considered uneconomical to repair.
 - d. A statement (email is acceptable if it includes the person's name, title and contact information) from a Fire Chief explaining why the item cannot be placed into service.
17. The COOPERATOR shall report lost, missing, stolen or destroyed FFP property to the STATE. FFP property with a DEMIL code of B, C, D, F and Q (other than Q6) must be reported within 24 hours. FFP property with a DEMIL Code of A or Q6 must be reported within seven (7) days.

18. When FFP property is lost, damaged, or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service PMO whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - i. Repeated instances of negligent damage to FFP property by employees of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FFP property in one's custody in reckless disregard of the consequences of the actions.
 - i. If the STATE determines that there is apparent gross negligence on the part of a COOPERATOR employee, Recipient or a User of FFP property, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service Property Management Officer (PMO) for a final determination.
 - ii. If the final determination is one of gross negligence, the COOPERATOR shall be suspended from acquiring any additional FFP property for SIX (6) months.
 - iii. A second case of Gross Negligence will cause the COOPERATOR to lose all privileges of participating in the FFP program, indefinitely.
19. To perform/participate in the physical inventory process on FFP property with a DEMIL code of B, C, D, F and Q (other than Q6) in the COOPERATOR'S possession every two (2) years.
20. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FFP program to ensure compliance with the DoD, USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FFP property tracked in the Federal Property Management Information System (FEPMIS) along with access to all FFP documentation during the review. Any FFP property removed and closed in FEPMIS will not be inventoried during the review process.
21. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FFP program improvements.
22. To retain all documentation on all FFP property for six (6) years and three (3) months after acquisition; starting with the date of pick up through the property's disposal. Copies of final disposition paperwork shall be sent to the STATE.
23. The COOPERATOR must provide access to and the right to examine all records, books, or documents relating to FFP property transferred to the COOPERATOR under Title 10 U.S.C. 2576b to the USDA Forest Service, the Department of Defense, the Office of the Inspector General, and the Comptroller General of the United States, the STATE or their authorized representatives.
24. The proceeds from the sale of any FFP vehicle and/or other FFP property must be earmarked for "Fire/Emergency Services."
25. FFP Property with a DEMIL Code of A or Q6, after the one (1) year conditional holding and utilization period, may be sold or transferred to non-FFP participants in compliance with the United States Export Control Regulations. Under no circumstances will FFP property be sold or transferred to non-United States persons or exported.

V. OTHER AGREEMENT TERMS
IT IS MUTUALLY AGREED THAT:

1. Title and ownership of FFP property does not pass to any private individual in their private capacity.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council approving participation in the FFP Program. The resolution must be received with this Cooperative Agreement as a requirement of the terms and conditions before the STATE will prepare the COOPERATOR's access to screen and manage FFP property.

3. The STATE will transfer ownership of said property. In the case of vehicles and other titled property, the Certificate of Title will transfer to the COOPERATOR under the terms of this agreement, once the property has become operational and is ready to be placed into service by the COOPERATOR.
 - a. The COOPERATOR which puts FFP property into use will accept ownership of equipment.
 - b. Title must be in the entity's name and cannot have an individual's name on the title.
 - c. COOPERATOR is responsible for any cost of obtaining title.
4. The STATE will not be responsible for furnishing spare parts for FFP property and the COOPERATOR accepts all FFP property "as is" without any warranties of any kind, either expressed or implied.
5. Owners of FFP property will cooperate with Federal and State parties to ensure compliance with Federal and State regulations, program and property management requirements. Additional FFP Program information may be requested and provided by the STATE.
6. COOPERATORS with any FFP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FFP property or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.
8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this agreement, are not acting as officers, employees or agents of the State or the Federal Government.
9. The COOPERATOR agrees to defend, indemnify, save, and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The STATE and COOPERATOR will provide appropriate assurances of complying with the following federal anti-discrimination statutes:
 - a. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DOD regulations 32 CR Part 195.
 - b. On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq.) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90.
 - c. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by Department of Justice regulations in 28 CFR Part 41 and DOD regulations at 32 CFR Part 56.
11. The period of this agreement is for three (3) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed annually for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a three (3) year term renewal.
12. During the three (3) year term of this agreement, at the option of the STATE, this agreement may be terminated for any material breach by the COOPERATOR for any terms herein.
13. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FFP program. Upon termination of the Cooperative agreement, all FFP property as identified as assigned in FEPMIS to the COOPERATOR shall be returned to the DLA. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative solutions.
14. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 USC §§ 551 et seq.).
15. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name:	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name:	
Title:	
Street Address:	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address:	Mailing Address: P.O. Box 944246
City:	City: Sacramento
Zip:	Zip: 94244-2460
Phone Number: () - Ext.	Phone Number: (916) 894-9804
Cell Phone Number: () -	Fax Phone Number: (916) 894-9880
Email:	Email: FederalProperty@fire.ca.gov

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR:	
BY (Authorized Signature): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	
STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY (CAL FIRE Property and Local Services Manager): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	
Nicole Harner, Property and Local Services Manager	

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
DEPARTMENT OF DEFENSE
FIREFIGHTER PROPERTY (FFP) PROGRAM
Under Title 10 United States Code § 2576b

ATTACHMENT A

	ITEM:	SERIAL #:	IDENTIFICATION #
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Revised July 2021

County Cooperator Agreement



STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
DEPARTMENT OF DEFENSE FIREFIGHTER PROPERTY (FFP) PROGRAM
Under Title 10 United States Code § 2576b

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

This agreement made and entered into this _____ day of _____, 20____, by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as STATE, and the _____ hereinafter referred to as COOPERATOR, covenants as follows:

- A. WHEREAS, the STATE has been approved as an agent of the USDA Forest Service for the purpose of administering the Department of Defense (DoD) Firefighter Property (FFP) Program, and
- B. WHEREAS, the STATE, by law, is responsible for fire protection and prevention, maintenance and enhancement of the state's forest, range and brush land resources, contract fire protection, and associated emergency services, and
- C. WHEREAS, the COOPERATOR is actively engaged in the prevention, protection and suppression of all fires in, and adjacent to suburban areas, and emergency response services and
- D. WHEREAS, the COOPERATOR can more adequately carry out these functions if additional property is available, and
- E. WHEREAS, it has been determined to be advantageous to the STATE in the proper discharge of its responsibilities, to make certain FFP property available to the COOPERATOR.

NOW, THEREFORE, for and in consideration of the mutual benefits to each party hereinafter appearing below, it is mutually agreed that, effective as of the date shown above:

The STATE Agrees:

1. To provide an opportunity to screen for FFP property for the exclusive purpose of fire suppression, fire prevention, and related emergency services of the COOPERATOR as described herein per the terms set forth in this agreement.
2. To establish and provide the tools and materials for the COOPERATOR necessary to participate, train, and engage in the FFP property program.

3. To provide training of the USDA Forest Service's Federal Excess Property Management Information System (FEPMIS). This tracking system enables the COOPERATOR full accountability and management of FFP property.
4. To ensure a copy of the USDA Forest Service FFP Standard Operating Procedures (SOP) is available for additional program information details, guidelines, and regulations.
5. Perform physical inventory of demilitarization-required FFP property and reconcile federal property accounting records at least once every two years or as requested by the USDA Forest Service Property Management Officer (PMO).

The COOPERATOR Agrees:

1. To only screen and acquire FFP property that are designed for or can be modified for direct use in fire pre-suppression or suppression activities or emergency services associated with the COOPERATOR's fire service responsibilities.
 - a. FFP property **cannot** be requested or issued for: cannibalization, parts, for speculative/possible future use, warehousing/stockpiling, or to sell, lease, rent, exchange, barter, secure a loan, or to otherwise supplement normal budget.
2. To send the STATE a copy of the signed receipt (1348-1A) for each FFP property item removed from the Defense Logistics Agency (DLA) upon return from property pick up. This is a mandatory requirement.
3. To bear the entire cost of transportation, retrofit, modification, maintenance, repair, (including painting, as necessary) and operation of acquired FFP property while in the COOPERATOR'S possession, and relieve the STATE of all responsibility and liability in matters related to FFP property.
4. Make FFP property operable and ready to be placed into service for fire suppression, prevention or emergency services.
 - a. Operational condition of the property will be achieved within ONE (1) YEAR to the date of property pick up. This is defined as the "In Service" date.
 - b. Upon achieving the "In Service" date, COOPERATOR must immediately log into the FEPMIS tracking system and update the FFP property item.
 - c. The STATE may extend the time frame needed to achieve an "In Service" date.
 - d. Extension requests must be submitted to the STATE no later than 45 days prior to the ONE (1) YEAR "In Service" deadline (3. a. above). The request must be made in writing to the STATE for approval.
5. To ensure add on tanks, pumps, hose reels, modification of property (e.g.: converting fuel tanker to a water tanker) etc. will not cause an acquired FFP vehicle to exceed the manufacturer's Gross Vehicle Weight (GVW) rating. This could compromise the safe use of the FFP vehicle.
6. To obtain prior to operation of any FFP property, and continue in effect, for the duration of this agreement, the minimum liability insurance in the amount required by State law to cover the operation of FFP rolling stock. COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property.

7. To paint all FFP rolling stock to match COOPERATOR's existing department equipment, if necessary, to ensure there are no military colors or markings on the property; the COOPERATOR must apply its department logo.
8. The COOPERATOR shall be responsible for the proper care, maintenance, security, and storage of the FFP property.
9. The COOPERATOR is required to keep the FFP property operational for a minimum of ONE (1) YEAR after "In Service" date, or an approved extension thereof, before normal disposal can take place.
10. FFP property that has not been used for firefighting or emergency services for a minimum of one year must be reported to the STATE and USDA Forest Service for disposal authority. Supporting documentation must be provided on why the property needs to be disposed prior to the one year of use. Possible documentation includes:
 - a. A police report for items lost or stolen.
 - b. An accident report for items that have been damaged, destroyed or rendered uneconomical to repair due to an accident.
 - c. A mechanics report for items that have suffered mechanical damage and are now considered uneconomical to repair.
 - d. A statement (email is acceptable if it includes the person's name, title and contact information) from a Fire Chief explaining why the item cannot be placed into service.
11. When FFP is lost, damaged, or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service PMO whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - 1) Repeated instances of negligent damage to FFP property by employees of the COOPERATOR of FFP property may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FFP property in one's custody in reckless disregard of the consequences of the actions.
 - 1) If the STATE determines that there is apparent gross negligence on the part of a COOPERATOR employee, Recipient or a User of FFP property, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
 - 2) If the final determination is one of gross negligence, the COOPERATOR shall be suspended from acquiring any additional FFP property for SIX (6) months.
 - 3) A second case of Gross Negligence will cause the COOPERATOR to lose all privileges of participating in the FFP program, indefinitely.
12. To perform physical inventory on FFP property, still in COOPERATOR's possession and not in working/operating condition TWO (2) YEARS past the date of property pick up. This includes all acquired FFP property with a DEMIL code of B, C, D, F and Q (other than Q6).

13. To retain all documentation on all FFP property for SIX (6) years and THREE (3) months after acquisition; starting with the date of pick up through the property's disposal. Copies of final disposition paperwork shall be sent to the STATE.
14. The COOPERATOR must provide access to and the right to examine all records, books, or documents relating to FFP property transferred to the COOPERATOR under Title 10 U.S.C. 2576b to the USDA Forest Service, the Department of Defense, the Office of the Inspector General, and the Comptroller General of the United States, the STATE or their authorized representatives.
15. The COOPERATOR agrees that the proceeds from the sale of any vehicle and/or other property MUST BE EARMARKED FOR "FIRE/EMERGENCY SERVICES."
16. To comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

It is Mutually Agreed That:

1. The COOPERATOR shall complete a resolution, or a statement from their governing board/council approving participation in the FFP Program. The resolution must be received with this Cooperative Agreement as a requirement of the terms and conditions before the STATE will prepare the COOPERATOR's access to screen and manage FFP property.
2. The STATE will transfer ownership of said property. In the case of vehicles and other titled property, the Certificate of Title will transfer to the COOPERATOR under the terms of this agreement, once the property has become operational and is ready to be placed into service by the COOPERATOR, upon final verification received by the STATE.
 - a. The COOPERATOR which puts FFP property into use will accept ownership of equipment.
 - b. Title must be in the entity's name and cannot have an individual's name on the title.
 - c. COOPERATOR is responsible for any cost of obtaining title.
3. The STATE will not be responsible for furnishing spare parts for FFP property and the COOPERATOR accepts all FFP property "as is" without any warranties of any kind, either expressed or implied.
4. Owners of FFP property will cooperate with Federal and State parties to ensure compliance with Federal and State regulations, program and property management requirements. Additional FFP Program requirements can be found by accessing the USDA Forest Service FFP SOP at: <http://www.fs.fed.us/fire/partners/fepp/>
5. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this agreement, are not acting as officers, employees or agents of the State or the Federal Government.

6. The COOPERATOR agrees to defend, indemnify, save, and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
7. The period of this agreement is for THREE (3) years from the date of last signature on page three (3) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed annually for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a THREE (3) year term renewal.
8. During the THREE (3) year term of this agreement, at the option of the STATE, this agreement may be terminated for any material breach by the COOPERATOR for any terms herein.
9. The mailing address of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this agreement, except for eventual disposition of property in Attachment A, Item No. 1 are:

COOPERATOR:

Contact:

Physical Address:

Mailing Address:

City: _____, CA Zip: _____

Telephone: () - ext. _____

Cell: () - _____

Fax: () - _____

Email Address:

Department of Forestry and Fire Protection (CAL FIRE)

PO BOX 944246

SACRAMENTO, CA 94244-2460

Attn: Business Services Office – Federal Property

(916) 324-1177

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR:	
BY (Authorized Signature): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY CAL FIRE (Director): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
DEPARTMENT OF DEFENSE FIREFIGHTER PROPERTY PROGRAM (FFP)
Under Title 10 United States Code § 2576b

ATTACHMENT A

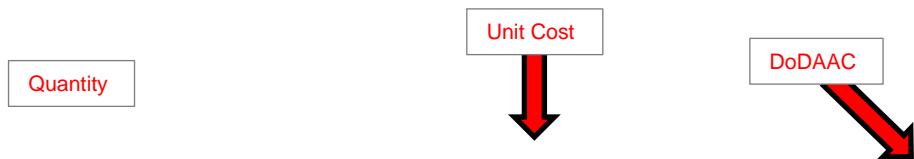
	ITEM:	SERIAL #:	IDENTIFICATION #
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Forms





Acquisition Form Example: DD1348-1A



DTID M01065719800003 DELIVERY ORDER 2085767829

**SHIPPING ADDRESS
CA DEPT OF FORESTRY
1300 U STREET
SACRAMENTO CA 95818**

**EXCEPTION SHIPPING ADDRESS
DO NOT SHIP
CUSTOMER WILL ARRANGE FOR TRANSPORTATION**



Example: US Government Vehicle Title



OFF-ROAD USE ONLY
The United States Government

Certificate to Obtain Title to a Vehicle
(Must Be Machine Prepared. See Instructions on reverse.) **Duplicate If Checked**

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this _____ day of July 20 15, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No.		Certificate No.		
		SF97-S12811		
Year <u>1991</u>	Make of Vehicle <u>AM General</u>	Series or Model <u>M998 Humvee</u>	Body Style <u>HMMWV</u>	
Fuel <u>Diesel</u>	No. of Cylinders <u>8</u>	Weight (Shipping) <u>5,200</u>	GVWR <u>7,700</u>	Purchase Price <u>\$6,000</u>
Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code)		Transferee (Name of dealer, individual, etc. and address including ZIP Code)		
<u>DLA DISPOSITION SERVICES</u> <u>FEDERAL BUILDING</u> <u>74 WASHINGTON, NORTH</u> <u>BATTLE CREEK, MI 49037</u>		<u>IronPlanet, Inc.</u> <u>3825 Hopyard Road</u> <u>Suite 250</u> <u>Pleasanton, CA 94588-8528</u>		

Odometer Disclosure Statement	Date of Statement
	<u>JUL 06 2015</u>

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, Jack Rose, Sales & Marketing Specialist state that
 Transferor's Name (Seller)

the odometer now reads _____ miles and to the
 Odometer Reading (No Tenth)

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) I hereby certify that the odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY.

Transferor's Signature (Seller) <i>Jack Rose</i>	Printed Name (Not Typed) and Title <i>Jack Rose</i>	Date <u>JUL 06 2015</u>
Transferee's Signature (Buyer) <i>DAVIDE LERENZ</i>	Printed Name (Not Typed) and Title <i>DAVIDE LERENZ</i>	Date <u>JUL 06 2015</u>

D740861

**ANY ALTERATION OR ERASURE
VOIDS THIS CERTIFICATE**

STANDARD FORM 97-1 (Rev. 4-2012)
 Prescribed by GSA FMR (41 CFR) 102-38.285
 Previous Edition Not Validated NSN 7540-01-329-0208



Request to Obtain a Title to a Vehicle: SF-97



The following has been cleared through the Department of Defense (DoD) and United States Department of Agriculture (USDA) Forest Service (FS) program management offices as of June 8, 2006.

When issuing FSG 23, 24, 38, 39 and 42 that have commercial application to DoD Firefighter Program (DoDAAC 2YF004) USDA FS Federal Excess Personal Property (FEPP) Managers will fill in the blanks below notifying Defense Reutilization and Marketing Office (DRMO) personnel of the SF97 recipient (**if different than the State Forestry Office printed on the DD Form 1348-1A**).

The USDA FS FEPP Manager has 48 hours from the USDA FS Property Management Officer (PMO) allocation period to provide this information. Fax or email to appropriate DRMO. When in doubt, telephone the DRMO Reutilization Point of Contact (POC).

DRMO staff will attach a copy of the Form to the DD Form 1348-1A to be placed in the DRMO historical files.

USDA FS FEPP MANAGER WILL FILL IN THE FOLLOWING:

REQUISITION NUMBER:	
DISPOSAL TURN-IN DOCUMENT (DTID) #:	
NATIONAL STOCK NUMBER (NSN):	
ITEM NOMENCLATURE (NAME):	
QUANTITY:	
RECIPIENT NAME:	
ADDRESS:	
CITY:	
ZIP CODE:	
CONTACT PHONE NUMBER:	

State of California Department of Forestry and Fire Protection	
BY (USDA FS FEPP MANAGER): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

Note: All fields must be completed by recipient.

Vehicle Id Number (VIN):	
Year of Manufacture:	
Make of Vehicle:	
Series or Model:	
Body Style:	
Fuel Type:	
Mileage:	
Cylinders:	
Weight:	
Gross Vehicle Weight Rating (GVWR):	
Transferee Address:	
City:	
Zip Code:	
Requisition Number:	
Disposal Turn-In Document (DTID) Number:	

BY (RECIPIENT NAME): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	



Letter of Authorization to Remove



LETTER OF AUTHORIZATION TO REMOVE

Prescribed by: DoD M 4160.21 Sponsor:
Disposition Services

This form may not be modified or altered. Other versions are not authorized.

Date:

***For DOD releases, the individual signing must be listed on the
LOA in the Centralized File***

To: DLA DISPOSITION SERVICES

EXAMPLE
Disposition Services Barstow
Bldg. 226, Boll Avenue
MCLB Barstow, CA 92311-5000

From:

DODAAC: _____ DOD Firefighter Program
CA DEPT OF FORESTRY
Address:

I, the undersigned, hereby authorize PRINT NAME

NAME OF PERSON OR TRANSPORTATION COMPANY _____ to remove the requisitions listed below on my behalf. PRINT

SIGNATURE OF CUSTOMER: _____

Extent of Authority: To remove the property listed below.

LIST ITEM(S) by Requisition/DTID Number/Work Load List*: GSA Transfer Order # if applicable: _____

RQN: DTID:

ITEM DESCRIPTION

*Work Load List Number: _____

PLEASE COMPLETE THIS FORM AND EMAIL OR FAX IT TO _____

PLEASE CALL _____ TO SCHEDULE YOUR PICK-UP

REMEMBER TO BRING ADEQUATE ID WHEN YOU COME
THANK YOU

PICK-UP OF REQUISITIONS IS REQUIRED WITHIN 14 DAYS OF THE 1348 DOCUMENT FOR DOD, LESO, FIRE
FIGHTER, AND CFL CUSTOMERS AND 21 DAYS FOR ALL DONATION AND TRANSFER CUSTOMERS. ALL
REQUISITIONS WILL BE CANCELLED AFTER THIS DATE.