

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

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook
Chapter 10 - Acquisition Of Federal Excess Personal Property (FEPP)**

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Approved by: Robin L. Thompson, Associate Deputy Chief

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Responsible Staff:

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

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

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

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

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

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

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

06: Updates references to include Web hyperlinks.

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

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

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

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

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

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

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

63.1: Adds the FEPP Review Checklist exhibit.

63.2: Updates the disposal codes for FEPP.

Table of Contents

10.2 - Objective	5
10.3 - Policy	5
10.4 - Responsibility.....	5
11 - Acquiring Property through the General Services Administration	6
11.1 - Screening	6
11.2 - Freezing Property.....	7
11.3 - Preparation and Distribution of Standard Form (SF) 122, Transfer Order, Excess Personal Property.....	7
11.4 - Fair Market Value Reimbursable Property	9
12 - Acquiring Property within the U.S. Department of Agriculture.....	9
12.1 - Acquiring Property From The Forest Service or Other USDA Agencies	9

10.2 - Objective

To provide direction on the requirements and the procedures to acquire Federal Excess Personal Property (FEPP) that is loaned to State agencies.

10.3 - Policy

The regional and the Area offices shall acquire FEPP for loan to the State agencies. The property is available for transfer through either the General Services Administration (GSA) or from other Federal civilian agencies before it is designated as surplus by GSA.

The Forest Service and the U.S. Department of Agriculture (USDA) screening of excess property is carried out concurrently. However, Forest Service units (including State foresters under the Federal Excess Personal Property Program) have priority screening rights to the property.

State agency warehouses should not exceed a 12-month supply except where an item is no longer in production or is difficult to procure, such as older automotive parts, emergency items, and aircraft parts.

10.4 - Responsibility

The Forest Service regional/Area Asset Management staff appointed property management officer (PMO) and the accountable officer are responsible for ensuring all property acquisitions are for the purpose of rural or wildland fire fighting and can be effectively used in the State's fire program.

The Forest Service regional/Area PMO and accountable officer shall provide management oversight to ensure FEPP is not being acquired for personal use and is not being neglected or misused.

The accountable officer shall appoint, in writing on State letter head, authorized agents for the acquisition of FEPP.

The Forest Service regional/Area PMO shall:

1. Provide access to the Agency Asset Management System (AAMS), GSAXcess, and the Federal Excess Property Management Information System (FEPMIS) according to the accountable officer appointments.
2. Approve requests for property electronically and provide signature copies of acquisition documents to the accountable officer appointee.

Adjustments to FEPP shall be approved by the Forest Service regional/Area PMO in FEPMIS and shall direct the regional/Area Forest Service Asset Management staff, who has edit access into the USDA property management system, to make the adjustments.

11 - Acquiring Property through the General Services Administration

Most of the property for this program will be transferred to the Forest Service from other Federal departments and requires approval of GSA. Transfers of FEPP within USDA do not require GSA approval.

11.1 - Screening

1. Forest Service employees and authorized State forestry personnel may search for and request FEPP property via the GSAXcess database. GSAXcess is a web-based online system used for recording, tracking, and controlling the nationwide inventory of federal excess. The AAMS is a module in the GSAXcess system and is the USDA's mechanism for reporting and screening excess personal property within USDA agencies. Access to AAMS and GSAXcess is granted by a Forest Service regional/Area PMO.
2. Forest Service personnel and State forestry personnel may also be authorized to physically screen for excess property at designated Federal installations. State forestry employees shall have written authorization signed by an appropriate Forest Service regional/Area PMO.
3. Forest Service employees shall have a Federal employee's identification card to screen for excess property.
4. State forestry employees should use all means available to them to ascertain:
 - a. Suitability for use in the State fire program.
 - b. Condition, age, and model of property as they relate to planned use.
 - c. Cost of needed repairs to place the FEPP into service and the availability of spare parts.
 - d. Packing, handling, and shipping expenses.
5. Fire departments or other local agency employees not assigned to the State forestry agency are not authorized to screen for FEPP. Any potential user of FEPP may search GSAXcess for property using the generic password established by USDA.

11.2 - Freezing Property

State agency employees authorized to screen for FEPP may place a request (freeze) for desired property in AAMS or GSAXcess. The Web site is www.gsaxcess.gov and requires a login and password.

11.3 - Preparation and Distribution of Standard Form (SF) 122, Transfer Order, Excess Personal Property

1. State agencies create the SF 122, Transfer Order, Excess Personal Property to request transfer of the property. The SF 122 is created electronically by the authorized State agency representative in FEPMIS.
 - a. A separate transfer order must be prepared for each holding agency, property location, or GSA control number.
 - b. Complete fields in FEPMIS to create the acquisition document.
 - c. Note in block 13 of the SF 122; when reimbursement of fair market value is required for a property item, include the address of the office to be billed. (sec. 11.4)
2. USDA Forest Service Approval. Forest Service regional/Area PMO shall review and approve all SF 122s prior to the State forestry agency receiving FEPP property. SF 122s are approved electronically in both GSAXcess and FEPMIS.
 - a. The GSA Area Utilization Officer (AUO) allocates the SF 122 to the requesting State agency after the Forest Service approving official approves the allocation in GSAXcess. A data feed between GSAXcess and FEPMIS provides the State agency screener with the data necessary to create the SF 122 in FEPMIS.
 - b. FEPMIS approved SF 122s are signed by a Forest Service designated approving official in block 9.
 - c. The Forest Service approving official faxes a copy of the signed SF 122 to the State agency contact identified in block 6.
 - d. The State agency arranges for the transport of the item.
 - e. The original signature copy of the SF 122 is filed according to record retention guidelines (FSH 6509.19, ch. 10).
 - f. The State and the GSA AUO are advised when an SF 122 is not approved.

3. Certification statement. The following certification statement must appear on all forms used to transfer or acquire FEPP:

Transfer of property covered by this requisition is requested under the provisions of the Cooperative Forestry Assistance Act of 1978 and the codifying Title 40 United States Code. This requisition covers the acquisition of Federal excess property for use pursuant to the cooperative agreement authorized by the Department of Agriculture for fire control activities. This property is not being acquired for sale, exchange, or trade-in and will be used or disposed of in accordance with instructions issued by the USDA Forest Service.

An electronic signature of the State forester or their representative is inserted beneath the certification statement for FEPMS generated SF 122s along with the date the request was submitted to the Forest Service PMO for approval.

4. Justification statement. The State forester or their representative shall provide a statement that clearly justifies the transfer when:

- a. It is not readily apparent that the equipment would be useful in the State's fire program.
- b. The item requested is not included in the most recently approved acquisition plan.
- c. Quantities are high in relation to normal requirements.
- d. Equipment is in scrap or salvage condition (condition codes S or X).
- e. Property is being acquired for cannibalization.

5. Notification of Receipt of FEPP. The State agency reports FEPP received in the FEPMS receipt screen and includes the following information:

- a. Quantity received. Indicate zero if none received. Justify difference in quantity approved compared to quantity received.
- b. A description of the equipment. Complete all mandatory fields.
- c. Date item was physically received at the State agency.
- d. Federal property control number for items with an original acquisition cost of \$5,000 or greater or are "Sensitive properties" regardless of the original acquisition cost, as determined by the National Program Manager. A State property control

number may be used for items with an original acquisition cost of \$4,999.99 or less and are not “Sensitive properties”.

11.4 - Fair Market Value Reimbursable Property

Most transfers of FEPP do not require reimbursement. In cases where the Federal property for transfer was originally purchased from certain reimbursable Federal agency accounts, the payment of fair market value may be requested by GSA from the State forestry agency. The State forestry agency may negotiate the fair market value reimbursement directly with the holding agency. Although the State agency pays the negotiated reimbursement, title to the property remains with the Forest Service.

12 - Acquiring Property within the U.S. Department of Agriculture

12.1 - Acquiring Property From The Forest Service or Other USDA Agencies

1. The State forestry agency screens for the availability of excess USDA property in AAMS, or with the Forest Service regional/Area PMO or other Forest Service contact. The Web site is www.gsaxcess.gov and requires a login and password.
2. The State forestry agency screener freezes the needed property in AAMS, and creates a request in FEPMIS to acquire the property item.
3. The State forester or their appointee approves the acquisition requests in FEPMIS.
4. If the Forest Service approving official approves the request, a copy of the form AD107, Report of Transfer or Other Disposition of Construction of Property, is faxed to the holding agency.
5. If the holding agency approves the request, the form AD107 is signed by the unit PMO and returned to the Forest Service regional/Area office servicing the State agency requesting the property.
6. The Forest Service regional/Area PMO returns a copy of the approved form AD107 to the requestor authorizing the pickup of the property.
7. The State forestry agency arranges for physical transfer of the property item.
8. The State forestry agency promptly reports completed transactions to the Forest Service regional /Area PMO by receiving the item into FEPMIS.
9. The Forest Service regional/Area PMO authorizes the appropriate changes to the USDA property management system.