

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

**Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook
Chapter 50 - Fleet Equipment Disposal**

Amendment: 7109.19-2018-2

Effective date: March 05, 2018

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); 7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992); 7109.19, 30 (Amendment 7109.19-92-2, 12/30/1992); 7109.19, 31.2, Ex. 01 (Amendment 7109.19-92-3, 12/30/1992); 7109.19, 40 Contents (Amendment 7109.19-92-4, 12/30/1992); 7109.19, 40 (Amendment 7109.19-92-5, 12/30/1992); 7109.19, 44, Ex. 01 (Amendment 7109.19-92-6, 12/30/1992); 7109.19, 44, Ex. 02 (Amendment 7109.19-92-7, 12/30/1992); 50 thru 55.2 (3/88 Amend 2)

Approved by: Glenn P. Casamassa, Associate Deputy Chief, NFS

Date approved: February 21, 2018

Responsible Staff:

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

10: Revises chapter in its entirety.

11.05: Expands the Definitions section and includes substantial operational updates to include management of GSA lease vehicles in the Fleet Equipment Database (FED).

11.1: Requires use of the Total Cost of Ownership/Lifecycle Cost (TCO) Model and Vehicle Allocation Methodology (VAM).

11.12: Adds the 5-Year and annual replacement planning process in FED.

11.21: Outlines use of national standards for centralized ordering of specialized equipment.

12.11: Provides guidance on use of the Federal Motor Vehicle Registration System (FMVRS) for the management of Government License Plates.

20: Renames chapter from “Equipment Utilization” to “Fleet Equipment Utilization” and revises chapter in its entirety.

20.05: Expands the Definitions section. Includes substantial operational updates to include an update to Forest Service minimum fleet utilization standards.

21.2: Provides an updated table identifying minimum fleet utilization standards and identifies the requirement for annual reporting.

21.3: Provides updated guidance on managing underutilized vehicles.

30: Renames chapter from “Use and Storage” to “Use, Loading, and Storage” and revises chapter in its entirety.

31.05: Expands the “Definitions” section.

31.2 through 32: Updates guidance for loading and trailer towing safety requirements.

40: Revises chapter in its entirety.

41.05: Adds new terms to the “Definitions” section.

41.2: Establishes annual inspection criteria for GSA lease vehicles and WCF FAST-reportable vehicles.

42.1: Updates guidance on routine maintenance and for use of the Fleet Credit Card.

42.2: Provides guidance on addressing official vehicle misuse reports.

42.3: Updates guidance on the Scratch and Dent policy.

42.5 through 44: Updates guidance on acquisitions requirements, and maintenance and repair oversight.

50: Renames chapter from “Equipment Disposal” to “Fleet Equipment Disposal” and revises chapter in its entirety.

50.3: Updates vehicle and equipment sales guidance.

51.1: Updates holdover vehicle management criteria.

51.2: Updates guidance on managing.

52.1: Clarifies that Accountability Actions can now be managed in the Fleet Equipment Database (FED). The form FS-6500-61, Fleet Equipment and Aircraft Accountability and Data Record can still be used for Accountability Actions.

52.2: Updates what is required in Asset History Folders. Clarifies that these documents can be filed electronically as appropriate.

53 through 55: Updates guidance on vehicle and equipment sales activity.

55.3: Updates guidance on use of the Federal Excess Personal Property (FEPP) Program.

70: Establishes chapter, codes, and captions and sets forth direction for “Efficient Vehicle Operation.”

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50.1 - Authority

Title 40 USC 503 authorizes the use of Exchange Sale; FMR Subpart B, 102-39 details Exchange Sale authority

50.2 - Objective

To sell fleet equipment at the optimal time to maximize sales revenue and minimize life cycle costs.

50.3 - Policy

1. The Forest Service has the option to sell fleet equipment using the GSA Sales process (GSAXcess and GSA On-Line) or through use of an authorized Federal Asset Sales Center.
 - a. When using the GSA Sales process (GSAXcess and GSA on-line) the Unit or Region, Station, Area (RSA) level Fleet Program Manager shall provide GSA with the required descriptive information on either the SF-120 for reportable property or the SF-126 for non-reportable property and follow the proper GSA procedures.
 - b. All appropriate condition information about a fleet asset must be provided to GSA or an authorized Federal Asset Sales Center on an official condition report. The condition report must indicate overall condition of the vehicle or equipment and reveal any known safety and mechanical issues, and any outstanding recall information on the asset at the time of sale.
 - c. A contract must be in place when using an authorized Federal Asset Sales Center other than GSA. Unit or RSA Fleet Program Managers shall follow the proper vehicle and equipment sales guidelines as outlined in EM-7130-4 Forest Service Desk Guide for Fleet Management.
2. Negotiated sales often provide optimum returns on certain types of fleet assets that might not generate adequate sales revenue through the open market process. These types of sales may be used to sell fleet assets outside of the normal sales process on a case-by-case basis, as long as fair market value is recovered to maintain WCF solvency. Unit and RSA Fleet Program Managers shall follow [41 CFR 102-38.100](#) requirements, and coordinate sales activity with Property specialists as necessary when conducting negotiated sales.

50.4 - Responsibility

It is the responsibility of the RSA Fleet Program Managers to approve the method(s) of fleet equipment disposal.

50.5 - Definitions

Holdover Fleet Equipment. Fleet vehicles that are retained after replacement and may be used as holdovers for up to two extra field seasons in place of leasing or renting local or short-term commercial vehicles.

51 - Reasons for Disposal

51.1 - Holdover Fleet Equipment

Fleet equipment (vehicles and equipment) must be sold as soon as it is depreciated and placed out of service unless used as holdovers in lieu of local short-term leasing/rental. Holdover vehicles provide a very significant cost saving alternative to local or short-term leasing or rental (FMR 102-34, Subpart E – Replacement of Motor Vehicles). The vehicles may be used as holdovers for up to two extra field seasons in place of renting commercial vehicles, at which point they must be sold (FSM 7132.31). Holdover vehicles and equipment must not be used for more than two additional field seasons

1. After the first holdover season, all holdovers must be evaluated for safe mechanical suitability for a second season of use.
2. When placed into active status, a holdover must carry the same Fixed Ownership Rate (FOR) and USE rates that are charged for an identical vehicle item or equipment class, unless specific rates for that type of vehicle in holdover status have been established.
3. Field Units must be charged a minimum of 4 months of FOR per year for vehicles and equipment in holdover status. The Fixed Ownership Rate (FOR) must not be charged when a holdover is taken out of service for any time period longer than 1 month; however if a holdover vehicle is used at any time during a month, FOR and USE must be charged.

51.2 - Fleet Equipment Identified as Underutilized

1. Information on the availability of underutilized equipment for transfer to another Forest Service location must be provided to the current RSA Fleet Program Manager for relocation within the home Region first, and then to other Regions. When fleet equipment is transferred:
 - a. The RSA Fleet Program Manager shall coordinate placement of an asset identified for transfer to Units within the Region, to include using it to replace a similar asset that is eligible for replacement instead of purchasing new.
 - b. There are no costs to transfer an asset to the receiving or transferring Units. Unit Fleet Program Managers shall complete the transfer process using the Fleet Equipment Database (FED). The transferring unit will initiate the transfer and the gaining unit will accept the transfer. All transfers will be documented in FED, however use of the form FS-6500-61 is optional. Once the transfer is complete, the

RSA Fleet Program Manager will coordinate with ASC-WCF Accountants to establish the appropriate WCF Job Code for the asset.

c. When transferring fleet equipment to another Region the Unit Fleet Program Manager shall coordinate the transfer through the RSA Fleet Program Manager. Interregional transfers require ASC approval and a funding transfer. The RSA Fleet Program Manager shall coordinate interregional transfers with other RSA Fleet Program Managers and with ASC WCF Accountants.

2. Transfer WCF fleet equipment to other Federal agencies only with fair market value reimbursement. RSA Fleet Program Managers must coordinate with RSA Property Managers for any Inter-agency transfers of equipment. Inter-agency transfers of equipment must be in accordance with FMR 102-36.

51.3 - Not Economical To Repair

Fleet Equipment requiring excessive repairs that are determined not to be cost effective to retain may be sold in the current condition in lieu of repairs; especially when equipment is nearing replacement. Unit Fleet Program Managers shall conduct a financial analysis to document the repair costs and obtain RSA Fleet Program Manager approval for early disposal and replacement. Remaining months of depreciation for equipment being replaced early must be paid by Project to maintain WCF solvency. The RSA Fleet Program Manager may obtain approval from ASC WCF to use WCF funds to pay the balance of depreciation if RSA WCF funding levels are sufficient, and on a case by case basis.

52 - Records

52.1 - Accountability Form

Fleet Program Managers shall use either the optional form FS-6500-61, Fleet Equipment and Aircraft Accountability and Data Record, or the Fleet Equipment Database (FED) automated data entry process to document and perform all Accountability Actions.

52.2 - Asset History Folder

Fleet Program Managers shall retain the Asset History folder for all fleet equipment, regardless of ownership, during the useful life, and after disposal as required in FSH 6209.11-42-7000 Series, Records Management Handbook. These documents can be filed electronically as appropriate. A retention guide must be maintained in the EM-7130-4 Forest Service Desk Guide for Fleet Management. Asset History Folders must contain documents including, but not limited to, the following:

1. Certificate of Origin (scan original for electronic filing, and retain the original).
2. Copies of all fleet equipment accountability action and data record forms, where electronic records might not exist in FED.

3. Copies of applicable TCO Model and VAM documentation.
4. All paperwork associated with maintenance, repairs, and modifications.
5. Transfer documents, where electronic records might not exist in FED.
6. Completed monthly and annual inspection documents.
7. All fuel receipts and service and repair invoices per retention requirements.

53 - Preparation of Fleet Equipment for Disposal

The Unit Fleet Program Manager shall prepare equipment for disposal to include but not be limited to: removal of decals, striping, light bars and sirens, insignia, radios, license plates, and so forth. Fleet equipment ready for sale need not contain more than ¼ tank of fuel, and must be secured at its current site location, or other appropriate site identified by the Unit or Region, for disposal.

53.2 - Fleet Equipment and Accessories to Remain with the Vehicle

Do not remove OEM provided accessories (such as owners manual, jack, spare tire, lug wrench, and so forth) that the fleet equipment would normally be equipped with.

Sell excess equipment and supplies such as spare parts, tires, used tire chains, batteries, and obsolete items that cannot be used elsewhere with a vehicle or piece of equipment as appropriate. Coordinate the disposal of these items, and items such as HAZMAT fluids and containers, light bars and emergency lighting, and so forth that cannot be sold to the public, separately when necessary. Fleet Program Managers shall coordinate the sale and/or disposal of these items with Property Management.

53.3 - Sales Documents

The RSA Fleet Program Manager shall approve all WCF vehicle and equipment sales activity. The RSA Fleet Program Manager shall sign the Form SF-126 and perform an Accountability Action 2-8 in the FED to place the asset into sold status.

The RSA Fleet Program Manager or Unit Fleet Program Manager shall provide all known mechanical deficiencies, body damage, and outstanding recall information per vehicle to GSA Sales and/or authorized Federal Asset Sales Center representatives.

53.4 - Cleaning and Servicing

Fleet Equipment placed for sale must be clean and in good condition, unless otherwise noted on the sales documents. Fleet Program Managers shall not perform extensive maintenance, repairs or body work on fleet equipment being prepared for sale without RSA Fleet Program Manager approval.

53.5 - Cost of Preparation

WCF must finance the salary cost, and cost to prepare WCF-owned and GSA leased equipment for sale. These costs must be charged to appropriate WCF Job Codes.

54 - Sales by GSA

Fleet Program Managers shall provide GSA with complete descriptive information on the SF-126 for non reportable property to include the make, VIN, model, year, mileage, and any mechanical issues or body damage. The Forest Service is responsible for the security of fleet assets and sales property during the sales process.

Federal Employees may purchase fleet equipment for personal use within specific guidelines. For purposes of this section, the term “Federal employee” also applies to an immediate member of the employee’s household. See FMR 102-38.180; and AGPMR/FMR – Parts 110-38/102-38. Employees having nonpublic information regarding property offered for sale may not participate in that sale (see 5 CFR 2635.703). Personal property authorized for sale by the Department may be sold to USDA employees only when the sale of such property is based on competitive bids. No purchase may be made by an employee who was accountable for the property, used the property, or who was in any way connected with its condemnation, declaration as excess, or sale.

55 - Special Dispositions

55.1 - Miscellaneous WCF-Owned Items

This includes items such as scrap, tires, obsolete parts, tools, and shop equipment that will be sold. Form SF 120 Report of Excess Personal Property must be filled out and given to Property Management to coordinate for sale.

55.2 - Equipment Not Eligible for Exchange Sale

A listing of equipment not eligible for exchange sale is located in FMR 102-36. This includes but is not limited to assets such as ATVs, dedicated fire engines (Type 3, 4 and 6), slip on units, and so forth. Fleet Program Managers shall coordinate disposal of these items with Property Management.

55.3 - Federal Excess Personal Property (FEPP)

Dedicated Fire equipment and apparatus are depreciated to zero Residual Value and not sold. This equipment must be processed to the state without exception. Unit Fleet Managers shall coordinate the processing of FEPP equipment with the Regional Fleet Program Manager. Regional Fleet Program Managers shall coordinate the processing of FEPP equipment with Property Management and State FEPP Program Managers. While equipment provided to the States through FEPP is considered “loaned,” in reality very little of it is ever returned to the originating agency. In cases where FEPP equipment is returned to the Forest Service after use, it may then be sold at fair market value using the proper sales procedures. Sales revenue of returned FEPP Program equipment must be deposited into the WCF.

Refer to EM-7130-4 Forest Service Desk Guide for Fleet Management for more detailed instructions on how to process FEPP equipment. Use the following link to refer to the desk guide for the FEPP Program:http://www.fs.fed.us/fire/partners/fepp/desk_guide/.

Once the dedicated fire equipment has been processed to the FEPP Program, it must be placed in status 8 (sold).