This document describes the Texas Forest Service (TFS) procedures for administering equipment acquired and distributed under the United States Department of Agriculture - Forest Service (USFS) / Department of Defense (DoD) Firefighting Property Program (FFP). These guidelines describe five stages of program management: Requests, Acquisition, Assignment, Disposal and Records Retention/Audit Preparation.

All equipment acquired and distributed under this program will be administered in accordance with the agreement between TFS and USFS titled - Cooperative Agreement Between USDA Forest Service, Southern Region and State of Texas, For Use of Firefighter Property In The Cooperative Fire Protection Program (USFS/DoD-FFP Agreement) (Attachment A-1), the USDA Forest Service Firefighter Property (FFP) Standard Operating Procedures (USFS FFP SOP) (Attachment A-2) and the Memorandum of Agreement (MOA) between Defense Logistics Agency (DLA) and United States Department of Agriculture (USDA) Forest Service (Attachment A-3).

1. Request

1.1 External Request

a. External customer shall:

   (1) Complete and submit a Form 400 Request for VFD Assistance (Attachment B). The Form 400 shall specify the external customers need for a vehicle/item.

   (2) Submit completed Form 400 to FFP personnel.

b. FFP personnel shall input the request into the TFS internally managed VFD Assist and FFP databases.

1.2 Internal Request

a. Requesting Texas Forest Service (TFS) unit/department shall:

   (1) Complete an FFP Internal Request (Attachment C). The form shall specify the unit/department need for a vehicle/item. Form shall be
completed by the requesting TFS employee and approved by the requesting employee’s department head.

(2) Submit request to FFP personnel.

b. FFP personnel shall input the request into the FFP database.

2. **Acquisition**

2.1 **Screening (process of identifying, requesting and acquiring property)**

FFP personnel shall:

a. Request items available from the DRMS Fire Fighters Application database to fill outstanding requests displayed in the VFD Assist and FFP databases.

b. Retrieve items awarded to TFS from the source Defense Reutilization and Marketing Office (DRMO) facility. Each successfully screened and awarded item will be assigned a unique non-repeating number by TFS called a DDTX (Department of Defense-Texas) number for tracking purposes.

2.2 **Assessment**

FFP Personnel shall perform the first inspection of screened and awarded items onsite at the source DRMO.

a. Rejected items will be left at the DRMO facility.

b. Usable items will be transported to the TFS Hudson facility for further processing.

(1) Upon arrival at the TFS Hudson facility, items will be inspected thoroughly by a TFS mechanic.

(2) Items that pass TFS mechanics inspection will be assigned externally or internally.
3. Assignment

3.1 External Assignment

FFP personnel shall:

a. Assign priority based on Fire Department rating system. Rating system components include:

   (1) Size of protection area (in square miles),
   
   (2) Population of protection area,
   
   (3) Distance to nearest mutual aid (in miles)
   
   (4) Age of department (time in service measured in years).

b. Assign the requested item (or closest similar acceptable item) to the external customer with the highest priority as indicated by the rating system.

(1) A Department of Defense Firefighting Property Program Cooperative Agreement (FFP Cooperative Agreement) (Attachment D) for the assigned item will be prepared and transported with the item to the recipient external customer. The intended recipient must sign the FFP Cooperative Agreement before the item will be released to their possession.

A. FFP Cooperative Agreement allows the recipient a period of 180-days from date of receipt of the item to comply with all obligations identified in the FFP Cooperative Agreement.

B. Recipient may be granted a 90-day extension at the discretion of the TFS FFP program, if requested in writing prior to the end of the initial 180-day period.
(2) TFS will file for creation of a SF-97 Certificate to Obtain Title to a Vehicle (Attachment E) with the source DRMO. The SF-97 will be retained pending completion of recipient obligations.

(3) A verification inspection will be performed by TFS personnel to determine compliance or non-compliance at the request of the recipient (upon completion of work) or at the end of the allotted time period, whichever occurs first. A Compliance Verification Sheet (Attachment F) will be completed by TFS field personnel and submitted to FFP program personnel.

3.2 Compliant

a. FFP Personnel shall assemble and provide all documents necessary for title creation to the nearest TFS field office for the filing of the vehicle title.

b. FFP Personnel will mail the title creation package containing the Department of Transportation (TxDOT) 130-U Application for Texas Certificate of Title (Attachment G), VTR-131 Application for Title Only (Attachment G-2), Comptrollers Exemption Letter (Attachment G-3), general affidavit if necessary and picture(s) of the completed vehicle to the nearest TFS field office upon documented completion of all recipient obligations.

c. A TFS representative from the field office will meet with the recipient to award the title creation package, preferably at the appropriate county office for filing of the vehicle title.

3.3 Non-Compliant

a. Upon documented failure of any recipient obligations or expiration of allotted time limit, the recipient will be notified in writing of compliance failure.

b. The recipient will be held responsible for returning the vehicle to the TFS Hudson facility.
c. The recipient will be placed on vendor freeze/hold until the vehicle is returned.

d. If an excessive amount of time (30 days) has elapsed, TFS will recover the vehicle and bill the recipient for all expenses incurred during recovery operations.

e. The vehicle will be reassigned and a new SF-97 will be requested from the DRMO of origin if necessary.

3.4 Internal Assignment

Property acquired through the FFP program intended for agency use will be treated as a donation to TFS. Procedures will comply with system and agency policies, regulations and procedures for receiving a donation.

3.5 Follow-Up Verification

An inspection will be performed one time by TFS field personnel no sooner than one year after the verification inspection and the property was determined compliant. A Compliance Follow-Up Verification Sheet (Attachment I) will be used to document the inspection. The completed document will be provided to FFP personnel for records retention.

4. Disposal

4.1 Items determined to be not assignable by the TFS mechanic will be disposed of in accordance with the USFS FFP SOP (Chapter 30-Disposal) Property Disposal Method or Return to DLA Disposition Services Method.

5. Records Retention/Audit Preparation

5.1 All records/documents will be retained in the Lufkin office by FFP program personnel and made available for periodic review by federal auditors of the FFP program.

5.2 Records will be organized by individual FFP item with documents organized from acquisition to assignment/disposal.
5.3 Records will be retained in accordance with record retention procedures and the approved records retention schedule for the Capacity Building Department and as described in the USFS FFP SOP.