

Department of Defense Firefighter Property (FFP) Program Operating Guidelines

This document describes the Texas A&M 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, Texas Forest Service, 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 Application For Fire Department Assistance (Attachment B). The Form 400 shall specify the external customers need for a vehicle/item. Multiple items may be requested on a single application.
- (2) Submit completed Form 400 to Capacity Building Department personnel.
- (3) Requests from the same customer for different items may be submitted and considered at the same time. Only one request per item will be recognized at any given time per customer.

b. FFP personnel shall input the request into the TFS internally managed FFP database.

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 Regional Forester and/or East Texas Operations Department Head.
 - (2) Regional Forester and/or East Texas Operations Department Head will submit request to FFP personnel.
- b. FFP personnel will attempt to acquire the requested property. Property information will be added to the FFP database if the property is successfully acquired.

2. Acquisition

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

FFP personnel shall:

- a. Request items available from the Defense Logistics Agency Disposition Services (DLADS) Fire Fighters Application database to fill outstanding requests displayed in the FFP database.
- b. Retrieve items awarded to TFS from the source DLADS 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 DLA facility.

- a. Rejected items will be left at the DLA facility.

- b. Usable items will be transported to the TFS Hudson facility for further processing. Upon arrival at the TFS Hudson facility, items will be assessed by a program mechanic. Items that pass program mechanics assessment will be made available for assignment. Items that do not pass program mechanics assessment (i.e. deemed too costly to repair) will be disposed of (Reference Section. 4 Disposal).

3. Assignment

3.1 External Assignment

- a. Priority of assistance will be based on a numerical score determined by the Fire Department Rating System (Attachment D-1, D-2 and D-3). 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).
 - (5) Texas Wildfire Risk Assessment (county wildfire threat classification)
- b. An offer of the requested item (or closest similar acceptable item) will be made to the external customer with the highest priority as indicated by the rating system. The offer will include a review document containing imagery and information about the item being offered, a sample cooperative agreement for review purposes and a FFP-05 Declaration of Acceptance (Attachment E). To receive the offered item the FFP-05 must be signed and returned to the Service within the specified time frame identified in the document. If the external customer rejects the offer or does not respond within the specified amount of time the request will be treated as fulfilled. A new request for the same item will need to be submitted if the customer would like to be considered in the future.
- c. Upon receiving consent from the customer (FFP-05 Acceptance document) a Department of Defense Firefighting Property Program

Cooperative Agreement (FFP Cooperative Agreement) (Attachment F) will be prepared and provided to the customer with instructions on how to proceed. Two copies with original signature will be returned by the customer to the Service.

- d. Upon receiving the signed cooperative agreement from the customer the assigned property may be released from Hudson Yard for delivery or retrieval by the customer. Delivery or pickup of assigned property will be documented on FFP-01 Transfer-Delivery Sheet (Attachment G). The date of delivery or pickup will be used as the initiation of the 180 days to complete conversion of assigned property.
- e. The customer may be granted a 90 day extension if requested in writing at the discretion of the FFP program. If approved a FFP-04 Request for Extension (Attachment H) will be prepared to include the new completion due date and provided to the cooperator for signature. The extended due date will be based on 270 days from day of delivery.
- f. FFP program personnel will file a Request for creation of SF-97 Certificate to Obtain Title to a Vehicle (Attachment I) with the source DLA facility. The SF-97 will be retained pending completion of recipient obligations.
- g. At the notification by the customer that conversion of the assigned property has been completed a verification inspection will be performed by TFS personnel. A FFP-03 Compliance Verification Sheet (Attachment J) will be prepared and provided to the Regional Fire Coordinator office that has jurisdiction to perform the field check.
- h. During periods of high demand and limited supply of property the Service may make cooperators that have previously received property ineligible to receive additional property for a limited period of time. The duration of the ineligibility period will be determined by the Service.

3.2 Compliant

- a. FFP program personnel shall assemble and provide all documents necessary for title creation to the Regional Fire Coordinator office that has jurisdiction for the filing of the vehicle title. The title creation package will contain the SF-97 Certificate to Obtain Title to a Vehicle (Attachment

K-1), Department of Transportation (TxDOT)130-U Application for Texas Certificate of Title (Attachment K-2), VTR-62-F Application for Exempt Registration of a Firefighting Vehicle (Attachment K-3), Comptrollers Exemption Letter (Attachment K-4), general affidavit if necessary, picture(s) of the completed vehicle and any other document that may be required to enable title creation.

- b. A TFS representative from the Regional Fire Coordinator office that has jurisdiction, or their designee, 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 non-compliance 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 accountable for returning the vehicle to the TFS Hudson Yard 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 TFS reserves the authority to bill the recipient for all expenses incurred during recovery operations.
- e. The recovered vehicle will be reassessed and if able will be reassigned. A new SF-97 will be requested from the DLA facility of origin if necessary.
- f. Eligibility or ineligibility for future requests of federal property by a non-compliant customer will be determined by program personnel.

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. The component of the agency that will receive the property will designate a project manager. The

designated project manager will be responsible for overseeing and ensuring required conversion of assigned property is accomplished within allowable time limits. The project manager will also be responsible for communicating with and providing required documents to program personnel

3.5 Verification of Property Retention

As mandated by federal regulations to ensure legitimate use of provided equipment the service will either retain the title for not less than one year from date of title creation/transfer or perform a follow-up inspection of equipment not less than one year after providing the customer with title transfer documents to ensure that property was not disposed of for speculative purposes by the user.

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, returned to a DLA facility or as instructed by either the USFS Region 8 Property Management Officer or the National Program Manager.

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.