STATE OF MONTANA

FIREFIGHTER PROPERTY PROGRAM (FFP)
STANDARD OPERATING PROCEDURES

MONTANA DNRC

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Program Overview

The Fire Fighter Property Program (FFP) allows transfer of excess Department of Defense (DoD) property for suitable use in providing fire and emergency services. The DoD authorizes the United States Department of Agriculture, Forest Service, Fire and Aviation Management, to act as the agent of DoD for the transfer of DoD property through a Memorandum of Agreement. State agencies responsible for fire suppression and pre-suppression are responsible in determining whether property is suitable for use by fire protection and emergency service activities within their states. The 1706 program, better known as the Fire Fighter Property (FFP) program, is intended to assist state and local firefighting and emergency service agencies in acquiring excess DoD property.

Property Requests & Authorized Use

All requests for FFP property must be made to the Montana FEPP/FFP Manager's office in Missoula. These requests will be directed to the FFP Manager's office from any of the Montana DNRC land offices throughout the state. These land offices will have oversight and approval authority for any FFP items they or their county cooperators might request. The FFP Manager in Missoula will be responsible for verifying that these requests are within the federal FFP program guidelines and ultimately submitting the request to the FFP request site.

FFP property is for the use of currently authorized Montana Department of Natural Resources and Conservation (DNRC) County Co-op program participants; it will not be requested nor issued for cannibalization, parts, or for speculative use/possible future use. FFP property cannot be obtained for the purpose of warehousing or stockpiling, sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal state/local governmental entities budgets. Transfer of FFP property will be based on genuine fire protection or emergency service requirements and current needs.

All FFP rolling stock will be identified with a State of Montana exempt license plate, and all FFP items will bear a tag designating that the property was procured from the Federal Government through the FFP program. This tag will be created by the Montana FFP program manager and will be sent to the recipient of the item who will be expected to attach the tag to the item.

In an effort to keep from having to assign multiple property numbers to large quantities of items that have a low dollar value or are expendable/consumable, these items will be receipted as a "lot" and one number will be assigned to that lot. The lot can then be held for distribution, and quantities dispersed should be tracked through the use of hand receipts.

Participants should be guided by the knowledge that this program is authorized to directly support the fire program. All FFP Property must be available for inspection and inventory. FFP property can and will be included in federally sanctioned bi-annual property reviews.

Only items that can be obviously used to support a Fire Protection program and emergency services associated with the Fire Protection program are authorized. Items that cannot be justifiable as needed for firefighting or emergency services should not be requested or received.

Nondiscriminatory Fire Departments

Fire departments raise and supplement their revenue in a variety of ways. Fire departments accepting FFP equipment should be strongly encouraged to protect the entire community in a nondiscriminatory manner. This should work to the benefit of all, in reducing fire insurance premiums and providing good community relations. This program is subject to criticism if our equipment is on restricted service.

For-hire fire departments are for-profit operations. With this in mind, FFP property should not be subsidizing free enterprise by issuing FFP property to any fire department that uses it to make a profit; for example, by leasing or contracting their primary equipment to the State or USDA Forest Service for a profit while using FFP to "cover" their protection responsibilities.

The agency receiving FFP property shall be responsible for all costs incurred in acquiring, refurbishing, maintaining, and the repairing said property. All FFP property is accountable from acquisition until one year after the item has been placed into service.

Use of FFP Equipment

State Program Managers may acquire FFP property for fire service cooperators, including State conservation camps and inmate crews. Only items that are designed for, or can be modified for, direct use in fire pre-suppression or suppression activities or needed for emergency services associated with the fire service cooperators' responsibilities can be assigned. FFP property may also be modified by vocational-technical schools, fire organizations, inmate crews, and commercial contractors. In these cases, ensure that no "trades" involving FFP property for work are involved. Using FFP parts to repair non-FFP fire equipment is an acceptable practice. The non-FFP equipment could be state-purchased or publicly-owned equipment that is in service by a fire department or fire district. Cooperative agreement use requirements and accountability standards apply.

Acquisition documents will be reviewed and approved when appropriate by the authorized USDA Forest Service official.

Unique Acquisitions

The Environmental Protection Agency's definition of hazardous materials contains some items that are allowable for FFP acquisition (antifreeze, motor oil, etc.). Caution is urged in obtaining bulk quantities of any liquid item, since subsequent disposal may be extremely costly and will be the responsibility of the receiving party.

Physical fitness equipment and fit for duty health monitoring devices may be assigned to ensure firefighting health standards and requirements.

Fabrication materials and equipment may be screened for a fire service cooperator with an established maintenance facility, or for those that can otherwise demonstrate effective use of such shop equipment, based on fire program requirements. Materials to fabricate and maintain such equipment include items such as sheet metal, steel, and other fabricating materials. Equipment used in fabrication includes metal brakes, benders, saws, welders, and similar high-cost items.

Each cooperator must have an agreement in place with the State Forestry Agency addressing the terms and requirements of the FFP program before any property is assigned to the cooperator. The Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as the State Agency for Surplus Property (SASP) or some other source.

Specialty Items and Requirements

Some property items have inherent uses that are not clearly defined for use under the FFP program. Items requested in the categories listed below may require the Screener to provide additional documentation or additional information justifying the need for the item.

Water Craft: Only certain types of water craft are permissible and the intended use must be justified when a request is made.

Tracked Combat, Assault, and Tactical Vehicles: Screeners should consider the limited parts available and the expense of maintaining these types of vehicles, ensuring that the funds and parts are accessible before requesting them.

Clothing (Fire-Protective Only): The Region-1 USFS Property Management Officer (PMO) must be satisfied that the clothing will directly support the state fire program. The PMO shall reject the justification statement in writing before disapproving the transfer document.

Furniture and Household and Commercial Furnishings and Appliances: Items acquired in these (Federal Supply Groups) FSGs should be for the intent of providing essentials, not comforts or extras that are not required in the performance or function of the facility.

Transfer of FFP property

After FFP property has been used for firefighting or emergency services for a minimum of one (1) year, the item may be transferred, cannibalized for usable parts, sold, donated, or scrapped. If the emergency entity no longer has a need for acquired property, they shall contact the State FFP Manager and the Montana DNRC Equipment Development Center, to see if there is a need for the property in another county. If it's deemed there are no requests for the property, it can be sold following county policies and procedures. Title may be transferred to any U.S. citizen or entity. Transfer of title **will only** occur if the item is **not** listed as a National Security Exempt (NSE) item. All costs related to transfer or disposal of the property item will be borne by the recipient of the property.

In rare circumstances property obtained may be held for a minimum time frame due to the item being unserviceable or not economically repairable. PMO approval prior to disposal is required and will be done on a case-by-case basis. A letter by a qualified mechanic, insurance company, and/or a police report authenticating the reason for untimely disposal is required. Once PMO approval is obtained, the property can be sold, scrapped, bartered, exchanged, or traded.

The local Fire Program Manager shall require all FFP property to be maintained and protected at least to the same standard as self-purchased equipment, implementing maintenance procedures that keep the property

in good operating condition for at a minimum of one (1) year after the item has been placed into service for firefighting or emergency service. This should also be required for all equipment received by the State's local cooperators. Protection should be afforded from inclement weather, salt air, insects and rodents, vandalism, and theft.

Record-keeping

The recipient of any FFP item shall keep on file any documentation related to the item for a period no less than five years after the last day that item was in the original recipient's possession.

Department of Defense Property (FFP) donated to the State of Montana will be recorded in the Statewide Accounting, Budgeting and Human Resource System (SABHRS). For valuation purposes, DNRC will determine fair market value for military property as 14% of the acquisition price, which is consistent with state surplus valuation practices. To donate property to the State of Montana, the possessor will complete the "new equipment form" utilizing this figure as acquisition cost. ***This is only for the state SABHRS record-keeping***; per federal guidelines, the true acquisition cost will be used on all reporting documentation with the federal government.

Markings

Military markings, paint patterns, and identification must be removed. It is recommended the recipient add county/fire-department door logos or markings that clearly identify equipment as now being non-military.

Removal of Property from a Disposition Services Site

You must schedule removal of property within 14 days of the requested item being approved for removal. The State FFP program coordinator's office will provide the Disposition Services a written authorization via a "Letter of Authorization to Remove Property" from our office email address or via facsimile.

Lost or Stolen FFP Property

When FFP property is lost, damaged, or stolen, a determination is required whether there was negligence on the part of an authorized recipient. The Montana State Forester shall make a recommendation to the USDA Forest Service Regional/Area office PMO whether or not there was negligence or gross negligence.

1. ***Negligence***: The failure to abide by Federal rules and regulations.

Repeated instances of negligent damage to FFP by employees of any State Agency, Recipient/User of FFP may be cause for the USDA Forest Service to suspend further acquisitions by the State for that entity until the reasons for the negligence are identified and steps taken to prevent further instances.

2. ***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.

If the PMO determines that there is apparent gross negligence on the part of a State employee, Recipient or a User of FFP, the findings plus all supporting documentation shall be forwarded by the PMO to the National

FFP Program Officer in the Washington Office for a final determination. If the final determination is one of gross negligence, the state agency shall be suspended from acquiring any additional FFP items for 6 months. A second case of Gross Negligence will suspend the state agency from participating in the FFP program indefinitely.

Agreements between the State and local fire departments or other entities for the issuance of property should address issues of negligence and gross negligence, taking into account the USDA Forest Service policy above. However, a USDA Forest Service finding of gross negligence should not be the basis of state action against a state employee.

States shall not be held liable for loss or damage resulting from criminal activity on the part of any state employee unless state actions contributed to the situation.

Safety

The USDA Forest Service and the state forestry organization have a responsibility to see that all FFP equipment, especially vehicles, is modified in a safe manner (i.e., trucks fitted with tanks and pumps should not be loaded in excess of the manufacturers' standards; tank and pump should not create a high center of gravity or unduly tax the brakes or the steering system).

There is a tendency to overload military vehicles under the mistaken belief that they can safely carry twice their gross vehicle weight rating. In converting fuel transport vehicles to water transports, for example, consider the weight differences of the materials. A tank designed to transport 4,000 gallons of fuel may not support the same amount of water (i.e., old fuel-oil and milk tanks). All water tanks should be baffled in accordance with NFPA Standard 1901.

Insurance

Federal mandates require that the State of Montana will maintain or assure that property users/recipients maintain adequate insurance to cover damages or injuries to persons or property relating to the use of the property. At a minimum, liability insurance will be maintained.

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

Condition Codes

A Federal Condition Code is a two character combination of the "Supply" condition code and the "Disposal" condition code.

1. ***"Supply" Condition Code:*** The Supply condition code is assigned by the Activity turning the property in to DLA Disposition Services. Supply condition codes are always the first position of the Federal code and 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 by reason of its limited usefulness or short service life expectancy. Material with 3 to 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 – Repairable

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.

Note: Classify obsolete and excess material to its proper condition before consigning to the DLA Disposition Services Field Activity. DO NOT classify material in supply condition H unless it is truly unserviceable and does not meet repair criteria.

S - Unserviceable – Scrap

2. ***"Disposal" Condition Code***: The Disposal condition code is a code assigned by the DLA Disposition Services Field Activity receiver after inspection of an item which is used to designate the physical condition of that item. They are as follows:

1 – Unused (Good)

Property which is in new condition or unused condition and can be used immediately without modifications or repairs.

4 – Used (Good)

Property which shows some wear, but can be used without significant repair.

7 – Repairs Required

Property which is unusable in its current condition, but can be economically repaired.

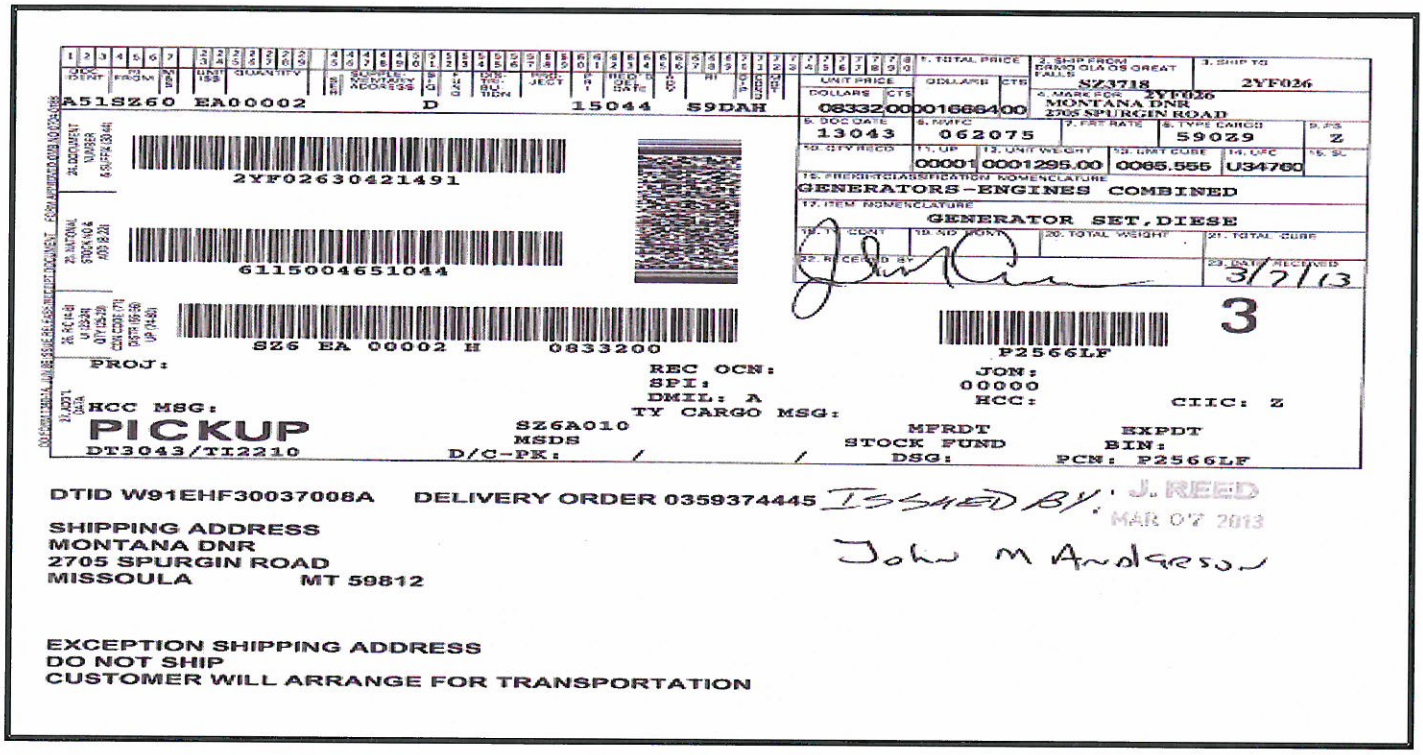
X – Salvage

Property which has some value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

Forms

Below is an example of Form 1348. Whenever an item is issued from a military base, the person picking the item up will be asked to sign this and then be given a copy. Save that copy and be sure to send it to the State FFP manager in Missoula ASAP. Federal program guidelines mandate that this is part of the official item record and must be on file with the state FFP program manager.

Form 1348



A51SZ60 EA00002 D 15044 S9DAH

2YF02630421491

6115004651044

SZ6 EA 00002 H 0833200

PROJ:

HCC MSG:

PICKUP

DT3043/TI2210

REC OCN:
SPI:
DMIL: A
TY CARGO MSG:

SZ6A010
MSDS
D/C-PK: / /

JON:
00000
HCC:

CIIC: Z

MFRDT
STOCK FUND
DSG:

EXPDT
BIN:
PCN: P2566LF

P2566LF

3

1. TOTAL PRICE
2. SHIP FROM DRMO OLA OS GREAT FALLS SZ3718
3. SHIP TO 2YF026
4. MARK FOR 2YF026 MONTANA DNR 2705 SPURGIN ROAD
5. DOC DATE 13043
6. NMFC 062075
7. FRT RATE
8. TYPE CARGO 59029
9. PS Z
10. QTY REQD
11. UP 00001
12. UNIT WEIGHT 0001295.00
13. UNIT CUBE 0065.555
14. UFC U34760
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE GENERATORS-ENGINES COMBINED
17. ITEM NOMENCLATURE GENERATOR SET,DIESE
18. TY CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED 3/7/13

DTID W91EHF30037008A DELIVERY ORDER 0359374445

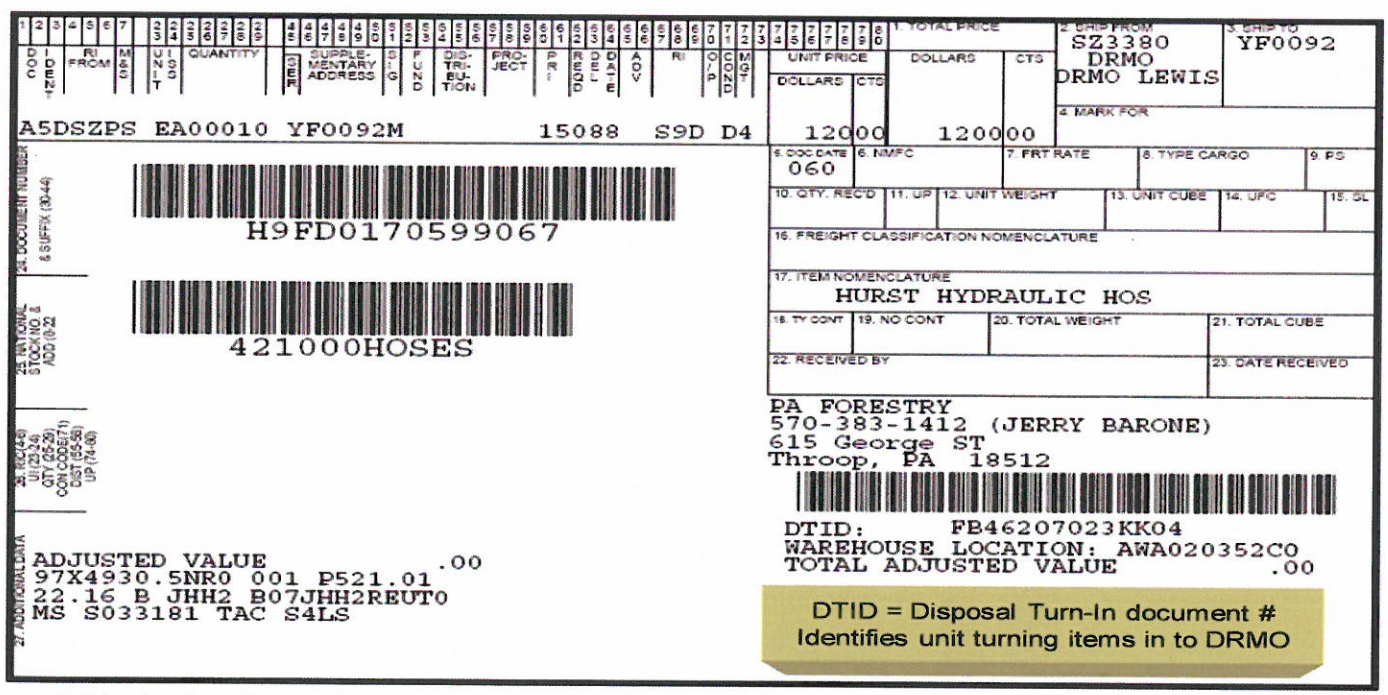
ISSUED BY: J. REED MAR 07 2013

John M Anderson

SHIPPING ADDRESS
MONTANA DNR
2705 SPURGIN ROAD
MISSOULA MT 59812

EXCEPTION SHIPPING ADDRESS
DO NOT SHIP
CUSTOMER WILL ARRANGE FOR TRANSPORTATION

DD Form 1348-1A Lesson



A5DSZPS EA00010 YF0092M 15088 S9D D4

H9FD0170599067

421000HOSES

1. TOTAL PRICE
2. SHIP FROM SZ3380 DRMO DRMO LEWIS
3. SHIP TO YF0092
4. MARK FOR
5. DOC DATE 060
6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY. REC'D
11. UP
12. UNIT WEIGHT
13. UNIT CUBE
14. UFC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE HURST HYDRAULIC HOS
18. TY CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED

PA FORESTRY
570-383-1412 (JERRY BARONE)
615 George ST
Throop, PA 18512

DTID: FB46207023KK04
WAREHOUSE LOCATION: AWA020352C0
TOTAL ADJUSTED VALUE .00

ADJUSTED VALUE .00
97X4930.5NR0 001 P521.01
22.16 B JHH2 B07JHH2REUT0
MS S033181 TAC S4LS

DTID = Disposal Turn-In document #
Identifies unit turning items in to DRMO

This is the form the DRMO pulls electronically as a result of the approved customer's request. Processes over night through a Batch Run.

Below is an example of an FFP form. Upon delivery of an item to the party that requested it, this form needs to be filled out and sent in within 14 days of removal from the base to the state FFP Data Compliance Technician. It is critical that we have this form and that it is filled out with as much accurate, legible information as possible. This form is needed for the State of Montana to be in compliance with the FFP program.

Vehicles, Trailers and Non-vehicle:

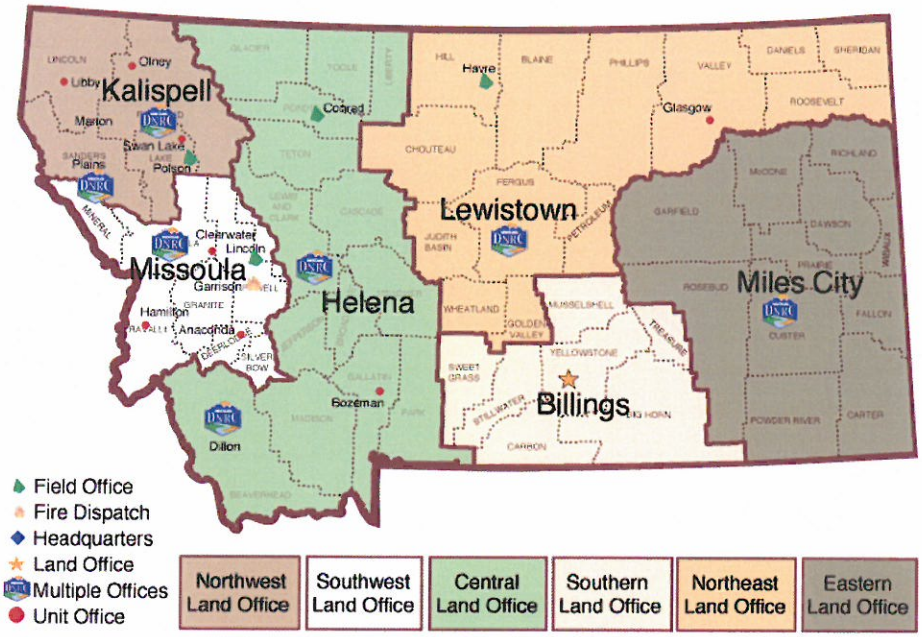
FFP Property Form			PLEASE RETURN BY:
The following information is for the DTID number:			
Name of Organization Receiving Property:			
Point of Contact:		Telephone:	
Fax:		Email:	
Mailing Address:			
Location (Physical or Direction):			
*	*	*	
Signature	Date	Printed Name	

Vehicle Description Form			
Body Style (Sedan; Coupe; Pickup; Truck; Cab/Chassis):			
Year:		Power Brakes:	
Make:		Special Option:	
Model:		Vin #:	
Number of Doors:		Mileage:	
Cylinders:		License # or ID #:	
GVWR:		Condition Code:	
Shipping Weight:		Operable/Inoperable:	
Transmission:		Fuel Type:	
Air Conditioned:		Power Steering:	
Original Acquisition Value:		Color:	
Milstrip Number:		Body Style:	
FFP ID number:		Gradient:	
Acquisition Date:		Drive/Type:	
Title (State or County):		Tonnage:	
Land Office:			

Non Vehicle Form			
Description:			
Quantity:			
Serial Number:			
Make:		Hours:	
Model:		Cylinders:	
Year:		Fuel Type:	
Condition Code:		Color:	
Other:			
Original Acquisition Value :			
Milstrip Number:			
FFP ID Number:			
Acquisition Date:			
Title (State or County):			
Land Office:			

State Use Only			
FFP Form Sent Date		Approach Date Entered	
97 Form Sent Date		FEPMIS Date Entered	
1348 Form Sent Date		Scanned/Archived	

FIREFIGHTER PROPERTY PROGRAM FIELD CONTACTS



Eastern Land Office – Miles City
John Raisler
(406) 233-2949

Southern Land Office – Billings
Derek Yeager
(406) 247-4406

Northeastern Land Office – Lewistown
Don Pyrah
(406) 538-7789

Central Land Office – Helena
David Hamilton
(406) 458-3526

Curt Miller
(406) 458-3519

Northwestern Land Office – Kalispell
Dan Cassidy
(406) 751-2247

Southwestern Land Office
Matt Hall
(406) 542-4263

Cobey Williamson
(406) 829-7048

I hereby approve the above stated Standard Operating Procedures for the Firefighter Property Program dated May 1, 2014.

Ted Mead

7/22/14

for Robert A. Harrington, State Forester
State of Montana
Department of Natural Resources and Conservation

Date