

Federal Excess Personal Property (FEPP) Inventory Instructions for State Cooperators

Training Requirement:

Any employee who will conduct a physical inspection, enter corrected data in FEPMIS or certify the inventory of FEPP property must read these directions completely and sign the “State Cooperators Inventory Training Certification” statement at the end of this document prior to conducting the inventory.

- A signed copy of the “State Cooperators Inventory Training Certification Statement” must be provided to the Forest Service Regional/Area Property Management Officer for each state employee who is involved in the FEPP inventory prior to conducting inventory procedures.
- Original signature copies will be kept in the State Agencies inventory files.
- A copy of the “State Cooperators Inventory Training Certification Statement” will be kept on file at the Forest Service Regional/Area office with the inventory file.

Notification of Inventory Due Date:

State FEPP Inventory procedures can begin as soon as the Forest Service Regional/Area Property Management Officer officially notifies the State Forestry Agency that a FEPP Inventory will be due and provides the directions on how the state must conduct their FEPP Inventory.

- Inventory procedures cannot begin prior to the Forest Service Regional/Area Property Management Officer officially notifying the State Forestry Agency that a FEPP Inventory will be due and the directions on how the state must conduct their FEPP Inventory are provided.
- All FEPP Inventoried property must be physically inspected at least once every two years. For instance, if a piece of FEPP property was last inventoried on March 2, 2007; it must be inventoried again prior to March 1, 2009.

Acquisitions during an Inventory:

The state agency ensures all open SF 122's are receipted in FEPMIS for property that is physically in the states custody throughout the entire inventory period.

- All SF 122's should be less than 30 days old.
- Property details (to include an NFC ID number) must be entered in FEPMIS for all items received with an original acquisition cost of \$5,000.00 or greater or items which are considered sensitive within 14 days of receipt.

Disposals during an Inventory:

The state agency ensures that all Purchasers receipts, signed local scrap disposal, and Abandonment and Destruction documentation is submitted to the Regional/Area Property Management Officer throughout the inventory period.

- Property items cannot be removed from FEPMIS or the PROP inventory without the proper documentation.
- Annotating the inventory worksheet that an item has been sold or disposed of, will not be sufficient to remove an item from inventory.

Inventory Worksheets:

FEPP Federal inventory items will be inventoried and information verified on the FEPMIS Inventory Worksheets.

- A FEPMIS inventory worksheet will be printed for each Federal inventoried item.
- FEPMIS Inventory Worksheets will be sent/given to the Inventory Takers along with the Inventory Takers Instructions prior to performing the inventory tasks.
- Blank inventory worksheets must be completed for FEPP property that is not preprinted on an Inventory Worksheet.
- If a preprinted inventory worksheet is found for an item that was inventoried on a blank inventory worksheet, attach the manually written inventory worksheet to the preprinted worksheet.

Inventory Taker Instructions:

1. The Inventory Taker verifies **all** the information that is on the FEPMIS Inventory worksheet when they physically view the property.
2. Any required property information data fields that are blank must be filled in with the correct property information if applicable.

3. If there is a discrepancy between the worksheet and the actual property information, the Inventory Taker will line through the incorrect information on the worksheet and write the correct information above the line.
4. Each Federal inventory item on the FEPMIS Inventory Worksheet will be signed and dated by the Inventory Taker who verified the property information.
5. A state agency employee will log into FEPMIS and make the changes in the database, before the inventory is due for reconciliation on March 31st.
 - In some states, employees that inspect the property do not have access into FEPMIS. If that is the case, the person making the changes in FEPMIS must annotate in the justification field of FEPMIS which state employee physically inventoried the item. If the employee who saw the item makes the changes in FEPMIS, they would only have to justify the changes by stating something like “inventoried”.
 - The inventoried date in FEPMIS must be the date that the property was inspected.
6. If an item is found in the state but it is not on FEPMIS inventory, the SF 122 must be created and the item receipted in FEPMIS prior to the certification due date.
 - Provide the FS regional office with a copy of the SF 122 stating the item was found during inventory.
7. Items that have been disposed of but are still on the FEPMIS inventory will require the state agency to provide the FS PMO with a copy of the transfer/donation/or sale document.
 - Items must be removed from the state inventory in FEPMIS before the Accountable Officer certifies.
8. Items that cannot be located must be reported as lost. These items require the FEPP manager to create a change of status stating the circumstances.
 - The Accountable Officer may certify the inventory with these documents still open.
9. The state FEPP program manager will keep the completed inventory worksheets for a minimum of 6 years, 3 months.
10. After all changes have been made in FEPMIS, the Accountable Officer can certify the FEPMIS inventory.

STATE COOPERATORS INVENTORY TRAINING CERTIFICATION

I have read and understand the requirements and processes of The U.S. Forest Service FEPP program inventory procedures.

Printed Name

Agency

Phone Number

E-mail address

Supervisor Name and Phone Number

**I will perform the following task/s in the _____ FEPP Inventory:
(Calendar year inventory is due)**

- Conduct Physical Inspections**
- Update and/or Enter property information in FEPMIS**
- Certify FEPP Inventory**

Signature

Date