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Route To:

Subject: Federal Inventory Parts Policy - Effective July 1, 2006

To: Regional Foresters, Area Director, IITF Director

Inventory Policy

All Federal Excess Personal Property (FEPP) with an original acquisition cost of \$5000 or more must be tracked as Federal inventory in FEPMIS and in PMIS (the USDA property management system). All pertinent data, such as National Finance Center (NFC) Federal Inventory Number, manufacturer, make/model, serial number, document type and number, original acquisition cost, etc. will be entered for accountability records.

Parts policy

Effective July 1, 2006 - parts acquired through FEPP with an estimated acquisition value of \$5,000 or greater will be receipted as "inventoried", allowing for Federal identification. Initial assignment will be to the "Assignment Unit" taking possession of the part. The part can remain at the "Assignment Unit" until final disposition in FEPMIS. The Forest Service will rely on the state agency to specify the exact location of the part at the time or a review or audit of the state FEPP program. When a part has been consumed into another Federal Inventory item, it can be removed from property records by creating a "Change of Status" request in FEPMIS and selecting the "Other" option for the "Change of Status reason". The state agency will identify what Federal inventory item the part is installed in the "comments" section of the Change of Status request. The PMO will select the AD 112 form to remove the part from the Federal Inventory.

FEPP Property Policy Language

Excess property on loan to State Foresters for rural and wildland fire programs is not a capitalized asset of the Forest Service, no matter the original acquisition cost, as it is considered to be fully depreciated when acquired by the Forest Service. As such, it does not impact the financial systems. All sensitive items, all aircraft, and items with demilitarization code of C, D, and F are inventoried at any cost.

Definitions:

Accountable: All Forest Service owned personal property having an acquisition cost of \$5,000 or more and any item valued at less than \$5,000 but determined by an Agency Property Management Officer (PMO) to be sensitive.

Federal Inventory: All items with an original acquisition cost of \$5,000 and greater and sensitive items as defined by the Property Management Officer. *See list below.*



Federal Inventory Type II: All items with an original acquisition cost of \$4,999.99 and less that is not deemed as sensitive property or requiring demilitarization (C, D, or F). Type II property will not be added into PMIS and is not included on the Federal Certified inventory.

Durable: All property items with a life expectancy of 2 or more years and/or has a resale value.

Consumable: All property consumed or used up by normal use, such as motor oil, gloves, fire hose, or paper products.

NOTE: *Recently a change has been made in the Service-wide definition of sensitive property:*

1. All firearms (handguns, rifles, and shotguns) and weapons (including flame launchers), regardless of cost, and including, but not limited to, those used for law enforcement, cone collection, fire prevention, avalanche control, and bear protection.
2. Global Positioning System (GPS) receivers, including Precise Positioning Service GPS receivers capable of receiving the P(Y) code broadcast from the Department of Defense GPS satellite constellation. ***THIS APPLIES ONLY TO DOD GPS UNITS.***
3. Radiological equipment having a radiological source.
4. Federal Excess Personal Property (FEPP) rolling stock (including, but not limited to, vehicles, snowmobiles, all terrain vehicles, dirt bikes, motorcycles, recreational vehicles, and trailers).

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