



INFORMATIONAL MEMORANDUM FOR: Federal Excess Personal Property Program Managers and Property Management Officers

THROUGH:
(if required)

FROM: Melissa Frey
National FEPP Program Manager

SUBJECT: Hard Signature Requirements
FILE CODE: 3120/6410-4

ISSUE:

Hard Signatures required on FEPMIS generated forms.

DISCUSSION:

Hard Signature Policy

Since the implementation of Federal Excess Property Management Information System (FEPMIS), Federal Excess Personal Property (FEPP) requests for acquisition and disposal have been created electronically by the state agency.

GSA policy on acquisitions

All property acquired from the General Services Administration (GSA) must be screened electronically in Xcess Xpress. Property requests are sent to GSA for approval and allocation. If an item is approved for acquisition, it is allocated by the GSA Accountable Utilization Officer (AUO), the property information is fed electronically into FEPMIS and the request is submitted for approval electronically to the state agency. All SF 122's must be signed by the AUO prior to receipt of the property items.

General FS policy for all acquisitions

Requested items that are on the State Agencies current Acquisition Plan will require at a minimum, the State FEPP Managers electronic approval and the Forest Service (FS) Property Management Officer (PMO) hard signature.

Requested items that are not on the State Agencies current Acquisition Plan will require at a minimum, the State FEPP Manager electronic approval, the State Forester; or authorized appointee electronic approval, and the FS Program Manager hard signature.



FEPMIS approval for acquisitions with the exception of aircraft, sedans and busses

The state agency Screener will take the approved GSA allocation and complete the request for acquisition in FEPMIS by creating an SF 122 in FEPMIS. The state agency FEPP Manager will receive all created SF 122's and approve or reject electronically. Requests approved by the FEPP Manager will be sent electronically to the State Forester, or their appointee, for items that are not on the state Acquisition Plan. If an item is already on the State Acquisition Plan, the SF 122 will be sent electronically directly to the Forest Service (FS) Regional/Area Property Management Officer (PMO) for approval. If the SF 122 is approved by the PMO, the request will be printed and signed by the FS PMO, or their representative, and faxed to the GSA AUO for signature. The GSA AUO will fax a signed copy to the FS PMO; the PMO will fax a copy with the PMO signature and the AUO signature to the State Agency.

FEPMIS approval for acquisitions of sedans and busses

Same as above, with the exception of the approved SF 122 will be sent electronically to the PMO and the WO FEPP Program Manager for approval. If the SF 122 is approved by the PMO and the WO FEPP Program Manager, the request will be printed and signed by the PMO, or their representative, and faxed to the GSA AUO for signature. The GSA AUO will fax a signed copy to the PMO; the PMO will fax a copy with the PMO signature and the AUO signature to the State Agency.

FEPMIS approval for acquisitions of aircraft

The state agency Screener will take the approved GSA allocation and complete the request for acquisition in FEPMIS by creating an SF 122 in FEPMIS. The FEPP Manager will receive all created SF 122's and approve or reject electronically. Aircraft requests approved by the FEPP Manager will be sent electronically to the State Forester for approval. If the acquisition is approved, the State Forester will print the SF 122 in FEPMIS and sign the document. The signed SF 122 must be mailed to the Regional/Area FS PMO. If the PMO approves of the acquisition, the SF 122 will be approved electronically in FEPMIS; the SF 122 signed by the State Forester will be signed by the PMO. The SF 122 with the State Foresters signature and the PMOs' signature will then be presented to the Regional/Area Aviation Officer (RAO) for signature. After these 3 signatures are obtained, the PMO will forward the signed SF 122 to the Washington Office (WO) FEPP Program Manager for approval. The WO FEPP Program Manager (if approved) will sign the SF 122 and obtain signatures from the State and Private Forest Aviation Manager, and the FS Property Management Officer. The signed SF 122 will be returned to the PMO to submit to GSA AUO for final signature. The signed SF 122 will be returned to the state agency and the WO FEPP program manager. The state agency may then obtain the aircraft. Seven (7) hard signatures are required. Aircraft that will be registered will require ink signatures for all seven approvals. SF 122's will be mailed to the individuals whose signature is required. The original SF 122 will be returned to the Regional/Area PMO and provided to the State Agency when registration is requested.

FEPMIS approval for Reports of Excess with the exception of aircraft

State FEPP Managers will request a "Change of Status" in FEPMIS for all FEPP property items that are no longer needed for authorized fire uses. Once the request is complete, an electronic notification will be sent to the State Forester, or appointee, for approval. Items approved as excess by the state agency will then be sent electronically to the Regional/Area FS PMO. If the



PMO determines that the property is excess, a SF 120 will be created and approved electronically. If the PMO determines that the property does not meet the requirements as “excess”, an AD 112 Form (Report of Unserviceable, Lost, Stolen, Damaged or Destroyed property) will be selected. See directions below on the process for the AD 112 form. Within 7 days of approving the request for Change of Status in FEPMIS, the FS Property Management Specialist will report the excess FEPP property in the FS Agency Asset Management System (AAMS). The PMO will sign and date the SF 120 and fax to the state agency for their file copy. Property items will remain on Federal Inventory until the required documentation is received by the FS PMO verifying ultimate disposal.

FEPMIS approval for Reports of Excess of aircraft

Same as above with the exception that the PMO will sign and date the SF 120 and fax to the state agency and the Washington Office for their file copy.

FEPMIS approval for Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property with the exception of aircraft.

State FEPP Managers will request a “Change of Status” in FEPMIS for all FEPP property items that are unserviceable, lost, stolen, damaged or destroyed. Once the request is submitted, an electronic notification will be sent to the State Forester, or his appointee, for approval. After approval by the state agency, notification will be sent electronically to the FS PMO. The PMO will select the cause for disposal on the AD 112 form. For items lost, stolen, damaged, or destroyed the PMO determines if there is a need for collection of debt or recommends disciplinary action, prints the AD 112 and signs in Section II. Items that are requested for cannibalization, modification, abandonment, or parts for consumption into another FEPP inventory item, will also be approved on the AD 112. The PMO will print and sign the form in section III, returning a signed copy to the state agency FEPP Manager. All AD 112’s must be signed by the State Forester and supporting documentation (i.e. police report, accident report, letter from concerned parties) prior to removing the property item from the Federal Inventory. Once cannibalization, modification, abandonment, or consumed, the state agency FEPP Manager and a state employee as the witness will sign in Section IV of the AD 112 and provide the hard signature copy to the Regional/Area PMO. Item will be removed from Federal Inventory after the signed AD 112 is returned to the PMO.

FEPMIS approval for Aircraft Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property

The Washington Office FEPP Program Manager will receive the request electronically and approve or reject. Follow same procedures as above, but a hard signature copy must be provided to the Washington Office FEPP Program Manager.

SUMMARY

Even though FEPMIS allows for electronic approval of requests made by the state agency to acquire FEPP property and dispose of FEPP property, the Forest Service does not recognize



electronic signatures. Following is a list of all documents that require hard signatures and by whom.

The following acquisition documents require the listed hard signatures

- SF 122 except aircraft, sedans and busses – GSA Accountable Utilization Officer (AUO) and the Forest Service (FS) Property Management Officer (PMO)
- SF 122 – aircraft – State Forester, FS Program Manager, Regional/Area Aviation Officer, National FEPP Program Manager, National Aviation Manager, FS Property Management Officer, GSA AUO. Signatures must be in ink if the State Agency intends to register the aircraft with FAA.
- SF 122 – sedans and busses – GSA AUO, PMO, and National FEPP Program Manager

The following disposal documents require the listed hard signatures

- SF 120 – FS PMO
- AD 112 - Lost, Stolen, Damaged, or Destroyed Property – the State Forester in Section I and the FS PMO in section II
- AD 112 - Cannibalization, modification, abandonment, consumption, or other – the State Forester or apointee in Section I, FS PMO in section III – 2 state agency FEPP manager and state witness in section IV

Where acquisition documents with hard signature must be kept on file

- SF 122 except aircraft – State Agency and FS Regional/Area office
- SF 122 – aircraft – State Agency and FS Regional/Area office and Washington Office

Where disposal documents with hard signature must be kept on file

- SF 120 – FS Regional/Area office
- SF 120 – aircraft only – FS Regional/Area office and Washington Office
- AD 112 – State agency and FS Regional/Area office
- AD 112 – aircraft only - State Agency and FS Regional/Area office and Washington Office

Other Documents that require hard signatures

- Acquisition Plans - State Forester and FS Program Manager
- Certified Federal Inventory - State Forester and FS Program Manager
- FEPP Cooperative Agreement – Regional/Area Forester and State Forester

cc: Marion Hammon, Lewis F Southard, Richard Kvale

