

FEPP HANDBOOK

FEDERAL EXCESS PERSONAL PROPERTY



May 1, 2009

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FEDERAL EXCESS PERSONAL PROPERTY PROGRAM

1. ASSOCIATED POLICIES

Idaho Federal Surplus Property, Division of Administration

FEPP Desk Guide, USDA Forest Service <http://www.fs.fed.us/fire/partners/fepp/>

The US Forest Service Property Acquisition Assistance Handbook, FSH 3109.12

2. INTRODUCTION

The Federal Excess Personal Property Program (FEPP) enables Idaho Department of Lands (IDL) to acquire federal equipment for fire protection use by IDL forest protective districts, timber protective associations (TPA), and local city, county, and rural Fire Service Organizations (FSOs). The privilege to acquire and use federal equipment is a significant benefit to the public. Program rules must be followed in order to utilize the benefits of the program. The purpose of this handbook is to communicate to the users of the program what the program is, operating procedures, and the rules and regulations that must be followed.

A. FEPP Defined

1. The Federal Excess Personal Property (FEPP) Program **is**:
 - a. For wildland fire protection and rural fire program use.
 - b. For fire agencies only.
 - c. To loan excess equipment. The federal government retains the title (ownership) to the property.
 - d. Accountable.
 - e. Based on cooperative agreements.
 - f. Congressionally authorized.
2. The FEPP Program **is not**:
 - a. Federal surplus property or part of the Surplus Property Program.
 - b. A grant or donation, the federal government retains the title (ownership) to the property.
 - c. For personal use.

B. FEPP History and Authorities

The FEPP Program was established in 1965 and encourages the loan of excess federal property for fire protection to states, and through the states, to local fire protection agencies. The US Forest Service (USFS) administers the program nationally and maintains a strong oversight role of the states which participate in the program. Idaho's FEPP program is managed by IDL.

The FEPP program is authorized by the Federal Property and Administrative Services Act of 1949, as amended (P.L. 94-519), and Section 7 of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313).

C. FEPP Information

Information on the FEPP program can be found in the following:

- a. IDL FEPP Handbook – IDL Intranet
- b. The FEPP Desk Guide, USDA Forest Service
<http://www.fs.fed.us/fire/partners/fepp/>
- c. The US Forest Service Property Acquisition Assistance Handbook, FSH 3109.12

If there is a conflict between these sources, FSH 3109.12 will be the primary authority followed by the Forest Service FEPP Desk Guide.

D. FEPP Versus Federal Surplus Property Program Equipment

In the past, much confusion has occurred about the differences between the FEPP program and the Federal Surplus Property Program. The two programs are very different. The Federal Surplus Property Program is a program to purchase federal surplus equipment and supplies. Contact the Idaho Federal Surplus Property (IFSP), Department of Administration. The key differences are:

<u>FEPP</u>	<u>SURPLUS PROPERTY</u>
<ul style="list-style-type: none"> • For fire protection agencies only • Loaned federal equipment • Ownership remains with the USFS • Remains on federal inventory • For fire protection purposes • Obtained through the USFS and IDL • Federal and IDL rules apply • Has highest screening priority 	<ul style="list-style-type: none"> • For many types of public/nonprofit agencies • Purchased by the user • Title goes to user (after a specified period) • Not on the federal property inventory • Not exclusively for fire protection • Obtained through IFSP • Federal and IFSP rules apply • Has lower screening priority

E. IDL FEPP Organization

The **Idaho Department of Lands FEPP Organization** chart is shown in **Attachment 1**. All requests for acquisitions must go through IDL. Requests should never go directly to the United States Forest Service (USFS).

IDL districts and associations are key in administering the program and are responsible to ensure that their district and their assigned FSOs meet program standards. Proper acquisition, accountability, use and disposal are critical. All FSOs should work through their local IDL district or association. No FSO orders for acquisition or disposal will be accepted without the approval of the appropriate IDL district or association. See **IDL District/Association FEPP Contacts, Attachment 2**.

F. Eligibility

The IDL FEPP program is aimed at helping local city, county, and rural fire departments by loaning equipment for wildland fire suppression and structural fire suppression for rural communities.

All IDL districts and associations are eligible to acquire FEPP equipment, but they must ensure it is used and maintained following program rules. A city, county, or rural fire department (FSO), volunteer fire department, or volunteer firefighting association is eligible for the FEPP program when it has a Board of Directors or public oversight, has a Fire Chief, and meets either of the following eligibility criteria:

1. The FSO has direct wildland fire responsibilities, or has a mutual aid agreement with IDL, or has contractual wildland responsibilities with another jurisdiction.
2. The FSO has structural fire responsibilities in a community with a population less than 10,000.

FSOs do not have to be within IDL district/association boundaries to qualify for the program.

Any single user can lose IDL FEPP program eligibility by failing to comply with USFS or IDL FEPP program standards or rules. Remember that FEPP equipment must be used for fire protection purposes, are on loan from the USFS, and cannot be used for personal uses.

G. Equipment User Responsibilities

FEPP program equipment users must:

1. Send an annual needs list of acquisitions wanted.
2. Provide insurance for loaned equipment.
3. Make equipment ready for use within one year.
4. Paint vehicles as necessary.
5. Use and maintain equipment properly.
6. Report all accidents, theft, and damage.
7. Return equipment to IDL fire districts or associations when necessary, when unusable, or when no longer needed.

3. FEPP ACQUISITION

A. Acquisition Guidelines

IDL FEPP equipment acquisition will only be allowed when all of the following conditions are met:

1. The user demonstrated proper use and accountability in the past.
2. An FEPP cooperative agreement is in effect and current.
3. The equipment will be refurbished and ready for use within one year.
4. Refurbishing, use, maintenance and accountability rules will be followed.
5. Screening is done by an approved screener, and all acquisition rules are followed.
6. The acquisition is cost effective (cost of acquisition, accounting, and disposal do not exceed the initial savings).

All acquisition must be approved in advance by the Idaho Department of Lands, Chief, Bureau of Fire Management, the USFS, and the GSA. The IDL fire districts and associations must forward property information to the FEPP Manager at the Bureau of Fire Management for recording on the inventory.

B. Needs List

Each year, IDL districts and associations should fill out the **FEPP Acquisition Needs List, Attachment 3**, and FSOs should fill out the **FEPP Project Application, Attachment 4**, to acquire items for the next calendar year. Users should list needs in priority order, sign and send to the local IDL district or association. Give as much detail as necessary. The IDL district/association will give each item a priority and forward the request to the Chief, Bureau of Fire Management. Districts and associations should retain copies. Completed applications are due to the Bureau of Fire Management by December 31 of each year. If an item on the application is not obtained for that year and is still needed, the item should be included on the next years' application (items are not carried forward automatically).

The applications are used for three purposes:

1. To let the IDL district know the type and amount of equipment that local users need.
2. To inform IDL screeners of the demand for different types of equipment.
3. To enable the annual acquisition plan to be accurately developed.

The application is not used in allocating equipment.

C. Annual Acquisition Plan

IDL will submit to the USFS an Annual Acquisition Plan for each calendar year. The annual plan will detail the general types of equipment and estimated amounts that may be acquired for the year. Items on the approved plan are pre-authorized for acquisition.

D. Nonpermitted Acquisitions – Applies to All Users

The following types of equipment may not be acquired:

- Hazardous materials, paints, thinners, chemicals, insecticides
- Nonfire use clothing
- Office machines, including computers
- Cameras
- Appliances
- Sedans
- Highly specialized equipment, such as cement mixers, street sweepers, etc
- Small, inexpensive equipment or case lots of items difficult to account for
- Batteries
- Fuels and lubricants
- Aircraft

E. Acquisitions for IDL Districts and Associations

FEPP may be acquired which can be used in direct support of the fire program, with the exceptions noted in the section above. IDL has obtained written permission from the USFS to acquire and use road construction and maintenance equipment for use on fire protection roads, even though the roads serve a variety of purposes. Care must be taken to follow the 90 percent use restriction with the equipment (using only on key fire protection roads) and it should never be used in support of an active timber sale.

F. Acquisitions for Fire Service Organizations

The following are specifically allowed for acquisition for FSOs:

- Trucks/Suppression-related Vehicles
- Fire Tools
- Nozzles
- Pumps
- Generators
- Tactical Communication Systems
- Tires
- Vehicle Parts
- Forcible Entry Tools
- Materials to fabricate & maintain these items
- Water Tanks
- Hose
- Winches
- Air Compressors
- Trailers
- Wildfire Protective Clothing
- Sirens & Light Bars
- Extrication Equipment
- Forklifts

The following FEPP may not be acquired by FSOs (in addition to the general list of nonpermitted acquisitions):

- Furniture
- Building Materials
- Aircraft
- Office Supplies & Equipment
- Small Shop & Hand Tools

G. Vehicle Registration

Vehicle registration for all FEPP vehicles (state, association, FSO) will be completed by the user. **Transfer Order Excess Personal Property, SF122, Attachment 5**, and **Idaho Department of Transportation Form, Attachment 6**, will be sent to Special Licensing in Boise.

H. Insurance

Liability Insurance – FSOs must carry liability insurance covering bodily injury and property damage with a combined single limit per occurrence of at least \$500,000.

Restoration Insurance (Collision/Comprehensive/Replacement) – FSOs may choose to cover FEPP equipment with restoration insurance to cover loss or damage. Keep in mind that FEPP is federal property (this does not apply to items added to the FEPP equipment owned by the FSO). The USFS may choose to keep or use the restoration insurance proceeds to repair the damage, modify another piece of equipment, or allow the FSO to purchase a different piece of equipment. Whenever insurance proceeds are collected on FEPP equipment, contact IDL.

4. MANAGING AND USING FEPP EQUIPMENT FOR FSOs

A. General FEPP Use Rules

If a user cannot meet the following FEPP use rules, they should not acquire FEPP and they should immediately return all FEPP to the local IDL district or association:

1. No personal use of FEPP is allowed.
2. FEPP is intended for fire protection use; FEPP must be devoted at least 90 percent to fire protection purposes.
3. All FEPP must be refurbished and ready for use within 12 months of user acquisition.
4. FEPP should be maintained and protected to the same level as the users other equipment, in order to avoid excessive deterioration; FEPP should be serviced in accordance with manufacturer's specifications (if funds are not available for adequate maintenance, do not acquire it).
5. FEPP should be protected from theft, vandalism, weather damage and excessive wear and tear.
6. FEPP should be used in a manner that will not increase the level of risk or liability to users or others beyond that which is considered normal for that type of equipment.

B. Refurbishing, Painting, and Agency Logos

All FEPP equipment should be ready for use within 12 months of acquisition. Military numbers and markings should be removed or covered on all equipment. Painting and other maintenance should be done when needed to prevent rust and premature deterioration. In addition, the following painting policy applies to newly acquired military vehicles:

1. Vehicles (Pickups, trucks, buses, vans):
 - a. Olive Drab or camouflage vehicles – repainted with user agency color, attach logo.

- b. Other color vehicles – remove or cover military markings and numbers, attach logo.
2. Other Equipment (trailers, backhoes, graders, forklifts):
 - a. Remove or cover military markings and military numbers, attach logo.

C. Equipment Modification

Modification of FEPP equipment is often necessary and may be done if it stays within the design limits of the equipment. The following guidelines apply to modification of FEPP:

1. Removal of any part, on a piece of FEPP equipment is considered cannibalization and needs pre-approval from the Chief, Bureau of Fire Management (see cannibalization section).
2. If a part is approved for removal, the use of FEPP parts on non-FEPP equipment is allowed (or visa-versa), but the FEPP must still be tracked in the inventory system. All FEPP parts will have to be removed when selling a user-owned piece of equipment, unless prior permission is given. User-owned parts on FEPP equipment turned in for disposal cannot be credited to the user when sold with the FEPP, but may be removed in advance of disposal by the user.
3. FSO users should get approval from their IDL district/association before any major modification is begun.

D. Cannibalization

Cannibalization is the practice of removing parts for FEPP modification or to be used as parts on a different piece of equipment. The process of cannibalization can lead to many problems unless the following guidelines are followed:

1. Prior approval is necessary before cannibalization can begin. Contact the IDL district/association to request cannibalization.
2. Once approval is granted, the process should be complete within 12 months.
3. Items must continue to be tracked until disposal.
4. All cannibalized items should be returned to the IDL fire district/association for proper disposal.

The user must contact the IDL fire district/association of any proposed cannibalization. The Bureau of Fire Management will fill out the appropriate federal forms and send them to the USFS. When final approval is granted, the user will be notified and may begin the cannibalization.

E. Reporting Accidents, Damage, Loss and Theft

Report any accidents, damages, losses, or theft to the IDL district/association. All accidents with a liability claim must be reported within three business days.

F. Renting or Leasing FEPP

It is not permissible to rent or lease FEPP equipment on a regular, planned basis. FEPP may be loaned, however, to other fire or emergency organizations during an emergency situation. When used by another party and fees are charged the user, FEPP amortization, depreciation, or replacement cannot be included as part of the charges. The only recoverable costs are “out-of-pocket” costs, such as operator, fuel, and oil.

G. Safety

The safe use of FEPP equipment is critical and must be addressed in the safety program of the user. Unsafe practices by a user can be grounds for FEPP program termination. Special consideration should be given to:

1. Ensuring operators know operational and safety procedures of all equipment.
2. Gamma-Goat operators need special training.
3. Trucks that require a Commercial Driver’s License (CDL) to operate.\

H. Negligence

Negligence in using FEPP equipment resulting in loss, damage, or theft may subject the using agency or an individual to penalties, including a billing by the federal government.

The IDL Coeur d’Alene Shop may provide refurbishing, maintenance, and modification services prior to allocation of equipment, based on project prioritization and current funding levels. The IDL shop will not provide preventive or routine maintenance or parts to FSOs.

5. FEPP ACCOUNTABILITY

Use the following methods to ensure proper accountability:

- IDL districts and associations will check each user at least every two (2) years to ensure equipment is on inventory and in compliance with the FEPP Handbook.
- IDL will monitor program compliance at the district/association level and conduct internal reviews as necessary.
- The USFS and IDL will conduct program reviews as necessary.

A. Accountability Classes

All FEPP is accountable. (Detailed definitions are in the FEPP Desk Guide.)

1. Sensitive Property – All FEPP identified as sensitive property by the USFS will be tracked and inventoried in the Federal Excess Property Management Information System (FEPMIS), regardless of initial acquisition cost. All sensitive property will be marked with inventory property tags.

2. Inventoried Property – All FEPP equipment with an original acquisition cost of \$5,000 or greater and all wheeled vehicles regardless of acquisition cost. This equipment will be tracked and inventoried in FEPMIS.
3. Noninventoried Property – All FEPP not defined as sensitive inventoried property. This type of property is not in FEPMIS but is still accountable for proper use and disposal. All property of this type will be tracked by IDL districts/associations. “Consumable” FEPP is a type of noninventory property. Examples of consumable FEPP are fire hose, foam, hand tools, etc.

B. Accountability Records

It is important that IDL maintains a complete record of all FEPP being received, issued, transferred, or disposed of. Any time a piece of equipment moves to a different user, notification will be made to IDL districts/associations. The IDL districts/associations will notify the FEPP Manager at the Bureau of Fire Management of the transaction.

C. Inventory

IDL districts and associations are responsible for accurate inventory records and timely inventory. Following are the specific inventory procedures:

1. The biennial inventory of FEPP will include the total FEPP inventory by user and must be reconciled and certified biennially by the Director.
2. Inventoried and noninventoried FEPP equipment will be audited in some locations by the USFS/IDL every two years.

D. Inventory and Identification Tags

The IDL Bureau of Fire Management will mark and tag (in a highly visible location) equipment prior to allocation when equipment is disbursed from the Bureau. The user is responsible to ensure that the **Federal Property-Fire Use Only** decal, with appropriate inventory number, remain on the equipment. See **Attachment 7**.

6. FEPP DISPOSAL

Proper disposal is an important element of the FEPP program. It is on loan from the federal government and remains federal property until proper disposal. Unusable FEPP should be sent through the disposal process promptly. FEPP no longer needed by the current user, but useful to another IDL user, should be transferred.

A. Transfer of FEPP

When a piece of FEPP equipment is no longer needed, it should be reported to an IDL district or association. If IDL determines there is another FSO user in their district, the equipment can be transferred immediately.

If FEPP equipment is usable, but cannot be used by another user within the district, it should be reported to the FEPP Manager. It will be re-allocated based on need.

B. Disposal of FEPP

If the equipment is no longer usable or needed by another user within the IDL system, it should be returned to the IDL district/association. The disposal is the responsibility of IDL.

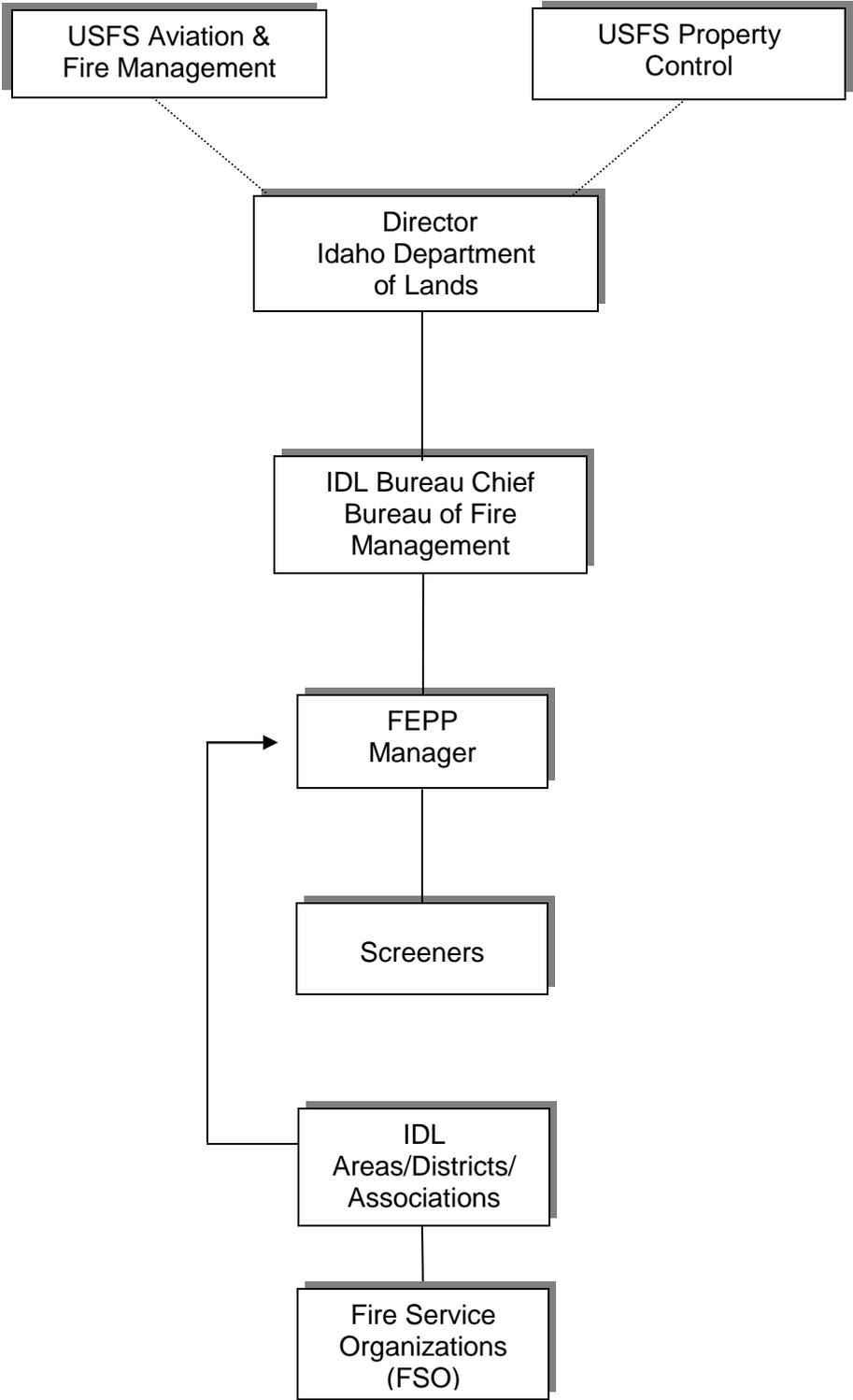
C. Turning in FEPP Equipment for Transfer or Disposal

The following applies to FEPP equipment being turned in for disposal or transfer:

1. FSOs may remove any additions or improvements you made to the equipment, as long as you do not change an operable piece of equipment to inoperable. Examples of equipment that may be removed (as long as they belong to the FSO): tanks, pumps, reels, hose, sirens, light bars.
2. FSOs may remove, with prior permission, any FEPP equipment that is not needed for the basic operation of the equipment. An example is the removal of an FEPP light bar, siren, tank, pump, hose reel for use on another FEPP vehicle.
3. FSOs may not remove, without prior permission, any original parts. This includes engine parts, mirrors, door handles, shift levers, and other miscellaneous parts.

FIGURE 1

IDAHO DEPARTMENT OF LANDS FEPP ORGANIZATION



**IDAHO DEPARTMENT OF LANDS
DISTRICT/ASSOCIATION
FEPP CONTACTS**

District	Location	Contact	Address	Office Phone	Office FAX
Priest Lake FPD	Priest Lake	Lands Resource Supervisor – Fire	4053 Cavanaugh Bay Road Coolin, ID 83821	(208) 443-2516	(208) 443-2162
Kootenai Valley FPD	Bonnors Ferry	Lands Resource Supervisor – Fire	Route 4, Box 4810 Bonnors Ferry, ID 83805	(208) 267-5577	(208) 267-8301
Pend Oreille FPD	Sandpoint	Lands Resource Supervisor – Fire	2550 Highway 2 West Sandpoint, ID 83864	(208) 263-5104	(208) 263-0724
Mica FPD	Coeur d’Alene	Lands Resource Supervisor – Fire	3706 Industrial Ave South Coeur d’Alene, ID 83815	(208) 769-1577	(208) 769-1597
Cataldo FPD	Kingston	Lands Resource Supervisor – Fire	80 Hilltop Overpass Road Kingston, ID 83839	(208) 682-4611	(208) 682-2991
West St. Joe FPD	St. Maries	Lands Resource Supervisor – Fire	1806 Main Ave. St. Maries, ID 83861	(208) 245-4551	(208) 245-4867
Craig Mountain FPD	Craigmont	Lands Resource Supervisor – Fire	PO Box 68 Craigmont, ID 83523	(208) 924-5571	(208) 924-5572
Maggie Creek FPD	Kamiah	Lands Resource Supervisor – Fire	913 Third St. Route 2, Box 190 Kamiah, ID 83536	(208) 935-2141	(208) 935-0905
Ponderosa FPD	Deary	Lands Resource Supervisor – Fire	3130 Highway 3 Deary, ID 83823	(208) 877-1121	(208) 877-1122
Southwest Idaho FPD	Boise	Lands Resource Supervisor – Fire	8355 West State Street Boise, ID 83714	(208) 334-3488	(208) 853-6372
South Central Idaho FPD	Jerome	Lands Area Manager	319 South 417 East, US Hwy. 93 Business Park Jerome, ID 83338	(208) 324-2561	(208) 324-2917
Eastern Idaho FPD	Idaho Falls	Lands Area Manager	3563 Ririe Highway Idaho Falls, ID 83401	(208) 525-7167	(208) 525-7178
Clearwater Potlatch Timber Protective Association	Orofino	Fire Program Planner	10250 Highway 12 Orofino, ID 83544	(208) 476-5612	(208) 476-7218
Southern Idaho Timber Protective Association	McCall	Fire Warden	555 Deinhard Lane McCall, ID 83638	(208) 634-2268	(208) 634-5117

**IDAHO DEPARTMENT OF LANDS
FEPP ACQUISITION "NEEDS-LIST"**

CALENDAR YEAR: _____

FOR IDL/ASSOCIATION USE ONLY: _____

CONTACT PERSON AT IDL/ASSOCIATION: _____

INSTRUCTIONS:

1. In priority order, complete the list of FEPP equipment needed.
2. Add any detail necessary on reverse side, by line number.
3. FSOs will continue to submit their request for FEPP on a FEPP Project Application form.
4. Sign and date form, send to Chief, Bureau of Fire Management.

PRIORITY

GENERAL DESCRIPTION OF FEPP EQUIPMENT WANTED

_____	1. _____
_____	2. _____
_____	3. _____
_____	4. _____
_____	5. _____
_____	6. _____
_____	7. _____
_____	8. _____
_____	9. _____
_____	10. _____
_____	11. _____
_____	12. _____

FIRE WARDEN _____ **DATE** _____

AREA MANAGER _____ **DATE** _____

**CHIEF, BUREAU OF
FIRE MANAGEMENT** _____ **DATE** _____



**IDAHO DEPARTMENT OF LANDS
FEPP PROJECT APPLICATION**

Date _____

APPLICANT: Name _____
Address _____ Phone _____
City _____ State _____ Zip _____
Name of Person Making Application _____
E-mail Address _____

DESCRIPTION OF PROJECT: _____

DESCRIPTION OF EQUIPMENT REQUESTED: _____

- A. Fire occurrence within the project area:
(Total yearly average – last three years) _____
- B. Values at risk:
Assessed valuation – number of structures _____
- C. Will this project result in reduced insurance ratings? _____
- D. How well is the community or adjacent rural area protected? _____

- E. Is more than one community involved in this project? _____

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1. ORDER NO. 2. DATE
3. To: General Services Administration*		4. ORDERING AGENCY (Full Name and Address)*
5. HOLDING AGENCY (Name and Address)*		6. SHIP TO: (Consignee and destination)*
7. LOCATION OF PROPERTY		8. SHIPPING INSTRUCTIONS
9. ORDERING AGENCY APPROVAL		10. APPROPRIATION SYMBOL AND TITLE
A. SIGNATURE	B. DATE	
C. TITLE		
		11. ALLOTMENT
		12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun Name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)

CERTIFICATION

Transfer of property on this requisition is requested under the provisions of the Federal Property and Administrative Services Act of 1949, as amended (P.L. 94-519), and Section 7 of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313). This requisition covers the acquisition of Federal excess personal property for use authorized by the Department of Agriculture for fire control activities. This property is not being acquired for sale, exchange, or trade-in and will be disposed of in accordance with instructions issued by the Forest Service.

		Mark "X" as appropriate: [] State Forestry [] Organization	[] Rural Fire Department			
(Date)	(Signature) State Forester					
14. GSA APPROVAL	A. SIGNATURE	B. TITLE	C. DATE			
FOR GSA	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE
	AGENCY	STATE				
USE ONLY						

* Include ZIP Code



Idaho Transportation Department

PO Box 7129 Boise, ID 83707-1129 (208) 334-

REQUEST FOR:

Transfer Current Exempt License Plates #_____

OR

New Registration

Issue a NEW Set of Exempt License Plates

VEHICLE TO BE LICENSED:

YEAR: _____

MAKE: _____

TYPE: _____

MODEL: _____

VIN: _____

WEIGHT: _____

COLOR: _____

TITLE #: FEDERAL EXCESS

Trucks 8,001 GVWR or more must list the weight for registration purposes.

Federal ID#: _____

Name of Agency: _____

Address: _____

City, Zip: _____

IDL FAS Inventory #: _____

Transfer To: _____

Teresa Rhodes: Phone: (208) 334-8653

Fax: (208) 334-8542

Registration and Plates for FEPP Vehicles

Federal Property–Fire Use Only



USDA
Forest Service

This unit of Federal Property is under the control of the USDA, Forest Service and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

No.