

Arkansas Forestry Commission Federal Excess Property Policy and Procedure Statement §175

Required, as applicable: [RFP-600](#), [RFP 2500-2](#), [RFP 2500-3](#), [RFP 2500-4](#) and [RFP 2500-5](#)

Transfer of Excess Property

The AFC obtains Federal Excess Property for use in Arkansas. The procedures outlined are required for transferring any and all excess property.

1. All Federal Excess Property returned to Rural Fire (RFP) in Greenbrier by a District or fire department must have a Transfer of Excess Property ([RFP- 600](#)) and Termination of Loan ([RFP 2500-5](#)) signed by the District Forester and the fire department or the property will not be accepted by RFP. When the forms are signed by RFP, a shipping document will be printed and sent to the District office. The shipping document is proof that the item has been removed from the District inventory.
2. For RFP to pick up an item, send a signed Transfer ([RFP-600](#)) and a Termination of Loan ([RFP 2500-5](#)) signed by District Forester to RFP. When RFP receives the forms, the item will be placed on a pick-up list. After the item is picked up by RFP, a copy of the Termination and Transfer with RFP signatures will be sent to the District office with a shipping document. The shipping document will be proof that the item has been removed from District inventory.
3. Before any Federal Excess Property is moved within a District, a copy of the Termination of Loan ([RFP 2500-5](#)) and the new Cooperative Loan Agreement ([RFP 2500-4](#)) must be sent to RFP. When these forms with proper signatures are received, a shipping document will be sent to the District Office. When the District receives the shipping document then and only then can the property be physically moved to a new Fire Department.
4. RFP will send All Federal Excess Property Pick Up Notices ([RFP 2500-2](#)) 1) to District for signature by District Forester, 2) District forwards to Fire Department, and 3) Fire Department must bring signed RFP 2500-2 to RFP to pick up listed equipment.
5. Rural Fire Protection Equipment Request ([RFP 2500-3](#)): All requests must have District Forester approval. Retention of equipment requests by a Fire Department is five years, and then request will be placed in inactive file. To keep request active at end of five years, Fire Department must submit current RFP 2500-3.
6. Contact the RFP Administrator or Coordinator for assistance with RFP policy or procedure.
7. This RFP Federal Excess Policy § 175 supersedes all earlier RFP Federal Excess policy, procedure, and interpretive memoranda, which are hereby repealed.