

Indiana Department of Natural Resources
Fire Control Headquarters
Federal Excess Personal Property
Disposal Information Forms

If you would like to return items to fire headquarters for disposal you may contact our office 765-342-4701 for an appointment. If you would like to dispose of an item where it is currently at, please read below.

Most items are sold at auction (www.gsaauctions.gov) when a fire department is finished with them. Please use the appropriate template(s) below to help you collect the information needed to request disposal of Federal Excess Personal Property items. Most of these fields are required to start the process. Missing information will add delays to an already lengthy process so please be diligent about obtaining all information. More is better when it comes to information, detailed information will lessen the number of phone calls from bidders.

Make sure the point of contact (custodian) phone and email are reliable.

You may email completed forms to lkern@dnr.in.gov or fax to 765-342-4760 or mail to:

Lonnie Kern
Fire Headquarters
6220 Forest Road
Martinsville, IN 46151

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

ATTACHMENT A - VEHICLES

Report number (office use): _____

Point of Contact: _____, Telephone: _____

Fax: _____ E-mail: _____

Mail address: _____

(Street, City, Zip Code)

Actual Location of items needing disposal:

(Physical address or directions)

Vehicle Description:

Body Style: _____
(Sedan; Coupe; Pickup; Truck;
Cab/Chassis)

Year: _____

Make: _____

Model: _____

of Doors: _____
(4-DR, 2-DR)

Cylinders: _____
(8 cyl, 6 cyl, 4 cyl)

4x4 or Tonnage: _____
(4x4, 2-Ton, 5-Ton)

Transmission: _____
(AT, ST, 4-SPD)

Gas/Diesel: _____

Air Conditioned (A/C): _____

Power Steering (PS): _____

Power Brakes (PB): _____

Special Options: _____

VIN: _____

Mileage: _____
(Est Mi:100,000)

License # or ID #: _____
(S98-0409)

Condition Code (office use):

(1,4,7,X,S)

Operable/Inoperable: _____

Known Deficiencies: (Please describe)

Engine: _____

Transmission: _____

Cracked Windshield: _____

Accident/Frame Damage: _____

Other: _____

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

ATTACHMENT B – MISCELLANEOUS PROPERTY

Report number (office use): _____

Point of Contact: _____, Telephone: _____

Fax: _____ E-mail: _____

Mail address: _____

(Street, City, Zip Code)

Actual Location of disposal items:

(Physical or directions)

Miscellaneous Property Description:

Operable/Inoperable: _____

Year: _____

Condition Code (office use):

Manufacturer: _____

Known Deficiencies: _____

Model: _____

Serial Number: _____

Note: When practical & readily available

Special Handling/Removal Requirements:

Quantity: _____

Unit of Issue: _____

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

ATTACHMENT C – GENERATORS

Report number (office use): _____

Point of Contact: _____, Telephone: _____

Fax: _____ E-mail: _____

Mail address: _____

(Street, City, Zip Code)

Location: _____

(Physical or directions)

Generator Property Description:

Cycles: _____

Note: When practical & readily available

Name of item: _____

Operable/Inoperable: _____

Year: _____

Condition Code (office use):

Manufacturer: _____

Model: _____

Known Deficiencies: _____

Serial Number: _____

Note: When practical & readily available

Gas/Diesel: _____

Special Handling/Removal Requirements:

Rated Kw's: _____

Volts: _____

Note: If applicable

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

ATTACHMENT D – HEAVY EQUIPMENT

Report number (office use): _____

Point of Contact: _____, Telephone: _____

Fax: _____ E-mail: _____

Mail address: _____

(Street, City, Zip Code)

Location: _____

(Physical or directions)

Heavy Equipment Property Description:

Dimensions: _____

Name of item: _____

Hours: _____

Year: _____

Operable/Inoperable: _____

Manufacturer: _____

Condition Code (office use):

Model: _____

Serial Number: _____

Any Additional Description: _____

Note: When practical & readily available

Gas/Diesel: _____

Known Deficiencies: _____

Tonnage: _____

Cylinders: _____

Special Handling/Removal Requirements:

Capacity: _____

GVWR: _____

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

ATTACHMENT F – TRAILERS

Report number (office use): _____

Point of Contact: _____, Telephone: _____

Fax: _____ E-mail: _____

Mail address: _____

(Street, City, Zip Code)

Location: _____

(Physical or directions)

Trailers Property Description:

Serial Number: _____

Note: When practical & readily available

Name/Type of Item: _____

(Example: Utility trailer, Boat trailer)

Condition Code (office use):

Year: _____

Condition of Tires: _____

Manufacturer: _____

(Example: flat, just need air, need replacement, etc.)

Model: _____

Known Deficiencies: _____

Length: _____

Number of axles: _____

Special Handling/Removal Requirements:

2-Wheel or 4-Wheel: _____

Please use additional sheets as needed to provide the necessary information. Please contact fire headquarters if you have any questions. Please verify receipt of faxed documents (765-342-4701)

Fire Chief or point of contact:

Your department has requested disposal of Federal Excess Personal Property. This is a multi-step process.

1. Your item(s) will be placed on a list with the US Forest Service for about 14 days and will be available for other agencies to requisition.
2. After step one items that do not transfer will be turned over to the General Service Administration for auction.
3. GSA will accumulate items for several days and assign them a sale number.
4. Once items have been assigned numbers they will be scheduled for auction. The auctions usually last 7 to 14 days.

If and when any items are sold there will be a Purchasers Receipt issued to the Custodian (you) and the purchaser.

Please use the following procedure after you receive the Purchasers Receipt.

1. When the purchaser picks up the item have them sign and date the document where indicated.
2. Write at the bottom "ITEM HAS BEEN REMOVED"
3. Send the Purchasers Receipt with original signature to:

Fire Control Headquarters
6220 Forest Road
Martinsville, IN 46151

After we have processed the purchasers receipt through our system we will forward them to the US Forest Service and GSA.

If you have any questions please call:

Lonnie Kern
765-342-4701 work
765-792-0373 cell
or
Drew Daily
765-342-4701

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