

## **ACQUISITION PLANS**

**2732**

(No. 15 January 2001)

All units planning to acquire FEPP must complete and submit annual calendar year acquisition plans for USFS approval. Notification will be sent to each region/contract county concerning pertinent due dates. The acquisition plans are a region, unit, camp or contract county projection of FEPP needs during a one year period. In the event that plans are not received from a region, unit, camp or contract county, all acquisitions and transfers for the unit will be suspended until the plans are received and approved. The plan is to be prepared at the unit and approved by the accountable officer (Chief). Then forward the plan to the Regional BSO who will gather all unit plans and forward them to the FEPP officer in Sacramento. Contract county FEPP coordinators will prepare the acquisition plan which the Chief must approve, sign and forward to the Sacramento FEPP office.

If a need for an item not on the plan is identified, a special justification statement should accompany the transfer order (SF-122) for that item. A revised plan may be submitted at any time; however, the approval process must be followed.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)