

ACQUISITION OF AIRCRAFT

2772

(No. 15 January 2001)

Procedures for acquiring aircraft and parts are the same as those for acquiring other FEPP (see Section 2730). The Air Operations Manager must approve all requests and ensure that reasonable quantities of parts are requested and kept as stock. Shelf storage should not exceed a one-year supply except when acquiring out-of-production parts.

ACQUISITION PLANS

A yearly acquisition plan shall be submitted to the Sacramento FEPP office indicating the yearly needs.

Screening and Freezing

Aviation follows the same procedures as with other FEPP except acquisition and disposal procedures require additional approvals and certifications. CAL FIRE is screening at the same level as other federal agencies. If a freeze is placed on an item it is discovered that the item is not needed or is the wrong item, contact the GSA and cancel the order (see section 2734).

For information on acquisition of federally seized or forfeited aircraft, contact:

GSA, National Capitol Region
Federal Supply and Services
Property Management
7th and D Street, SW
Washington, D.C 20407

SF-122 – Transfer Order Excess Personal Property

All acquisition requests are to be completed using an SF-122 (see section 2736) and submitted to the Sacramento FEPP office which will forward to the PMO for approval. If requesting aircraft, submit one SF-122 for each aircraft requested. After approval, the SF-122 is forwarded to the National FEPP Manager who reviews and obtains the approvals necessary or denies the request. Once approved the SF-122 is faxed to GSA Region 9 in San Francisco which approves all excess aircraft and parts.

All aircraft acquisition documents must be approved by:

CAL FIRE Aviation Manager
CAL FIRE Property Manager
USFS Regional/Area Manager
USFS Regional Aviation Officer
USFS Regional Property Management Officer
USFS Washington Aviation Specialist
USFS Agency Property Management Officer
USFS FEPP National Program Officer
General Services Administration, San Francisco

The SF-122 shall contain the following additional information: make/model, manufacturer serial number, military bureau number (serial number) and any other information describing the aircraft. If information is not available, it must be provided prior to completing the registration copy of the SF-122.

Receiving procedures should be followed as outlined in [Section 2736.3](#).

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

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