

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 3109.12 – Property Acquisition Assistance Handbook  
Chapter 40 - Federal Excess Personal Property (FEPP) Aircraft And Parts**

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**Responsible Staff:**

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**Posting Instructions:** Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

**Digest:** Following is an explanation of the changes throughout the directive by section.

**Zero Code:** Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter.

**04:** Clarifies areas of responsibility and adds references to the Federal Excess Property Management Information System (FEPMIS) as a tool developed to assist State cooperators in managing Forest Service personal property.

**05:** Adds definitions for the following terms: "Accountable Officer," "Acquisition Date," "Agency Acquisition Management System (AAMS)," "Change of Status," "Cooperator," "Demilitarization (DEMIL)," "Donee," "Emergency," "Expendable Property," "Federal Excess Property Management Information System (FEPMIS)," "Fire Program," "Flight Safety Critical Aircraft Part (FSCAP)," "GSA Xcess," "Incidental Use," "Inventoried Property," "Modification," "Mutilate," "Negligence," "Ninety/Ten rule," "Non-expendable Property," "Property Management Officer (PMO)," "Public Body," "Reimbursable Property," "Report Number,"

“Rolling Stock,” “Review,” “Screen,” “Separation of Duties,” “Technical Assistance,” “Transfer,” and “Unsalvageable Aircraft Part.”

Removes obsolete terms: “Exchange/Sale Property,” “Non-accountable Property,” “Non-reportable Excess Personal Property,” “Reportable Excess Personal Property,” and “Standard Price.”

**06:** Updates references to include Web hyperlinks.

**10:** Makes major editorial changes to fit organizational structure throughout the chapter. Revises direction for clarity and adds references to the Federal Excess Property Management Information System (FEPMIS) as the method for processing acquisitions.

**20:** Makes major editorial changes to fit organizational structure throughout the chapter. Revises direction for clarity, adds references to the Federal Excess Property Management Information System (FEPMIS) as the method of processing acquisition, management, and disposal of excess property, and adds direction for use of new form; FS-3100-9; Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

**30:** Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method to facilitate disposition of Federal Excess Personal Property (FEPP) property.

**40:** Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method to facilitate acquiring, managing, and disposing of excess aviation property. Adds direction for use of the form; FS-3100-9; Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

**50:** Makes major editorial changes to fit organizational structure and revises direction for clarity throughout the chapter. Adds references to the Federal Excess Property Management Information System (FEPMIS) as the method of processing acquisition, management, and disposal of excess property. Adds direction for use of form FS-3100-9, Request for Cannibalization, Modification and Deregistration of Forest Service Owned Property.

**60:** Makes major editorial changes to fit organizational structure, revises direction for clarity, and adds references to the Federal Excess Property Management Information System (FEPMIS) as the source for needed forms for Federal Excess Personal Property (FEPP) throughout the chapter.

**62.1:** Updates the requirements for the Annual Non-Federal Recipients report.

**63.1:** Adds the FEPP Review Checklist exhibit.

**63.2:** Updates the disposal codes for FEPP.

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#### **40.1 - Authority**

1. OMB Circular A-126 provides the cost element definitions to computer costs to determine if acquisition or contracting an aircraft is more cost effective.
2. Title 41 CFR 102-33 identifies who may acquire Government aircraft and aircraft parts and the standards of maintenance and management.

#### **40.2 - Objective**

To outline the requirements on the management and use of Federal Excess Personal Property (FEPP) aircraft.

#### **40.3 - Policy**

FEPP aircraft must be acquired only for fire protection activities and may not be acquired to solely support the Forest Service or other Federal agencies. Acquisition and disposal of FEPP aircraft must be approved by the General Services Administration (GSA), Pacific Rim Region,

GSA/FSS/9FBP, 450 Golden Gate Avenue - 4 West San Francisco CA, 94102-3434.

Demilitarization required property will be identified to ensure proper disposal section 63.3 of this handbook.

### **41 - Acquisition of Aircraft and Aircraft Operating Plan**

#### **41.1 - Operating Plan**

Before acquiring aircraft, State foresters shall have a current operating plan on file with the regional forester or the Area Director. This plan must be an integral part of the State fire plan and must be signed by a State official authorized to make acquisition and replacement decisions.

Operating plans will be renewed every 5 years, or as a signatory or specifics of the operating plan changes.

As a minimum, the operating plan must include:

1. State policy on pilot qualifications, proficiency standards, recurrent training, and aircraft operational standards such as Federal Aviation Administration (FAA) and Forest Service standards.
2. The projected use of the FEPP aircraft with a list of the primary and alternate bases of operations.

3. Proposed aircraft maintenance standards and schedules that conform to Forest Service standards and Department of Transportation, Federal Aviation Regulations (14 CFR, Part 135, Air Taxi Operators and Commercial Operators), including 50- and 100-hour inspections.
4. A documented aviation safety program and an aviation safety officer, appointed/designated in writing.
5. Policy and direction following Forest Service guidelines for the physical protection and security of the aircraft.
7. Certification that the addition of the FEPP aircraft to the State forester's fleet will help the State fire organization increase efficiency. If possible, support this certification by specific reference to a State fire protection analysis.
6. A system for recording aircraft flight hours, maintenance performed, and pilot flight hours. Aircraft flight hours should be recorded by category of use to facilitate reviews and audits.
8. Designation, in writing, of a chief pilot or person directly in charge of aviation operations.
9. An organization chart illustrating lines of authority for the aviation program and its relationship to the State forestry organization.

The plan must be approved by the Forest Service regional aviation officer and the FEPP National Program Manager.

#### **41.2 - Screening and Freezes**

To acquire aircraft, the States shall follow the procedures for freezing and acquiring other FEPP property (sec 11.2 and 11.3 of this handbook).

The Forest Service regional/Area PMO shall submit the form SF-122, Transfer Order Excess Personal Property, form to the National FEPP Program Manager who reviews and forwards to the Washington Office, Acquisition Management (AQM) Asset Management Branch Chief for final Agency approval.

1. Prior to transfer, all acquisition documents must be approved by:
  - a. The State aviation manager,
  - b. The State accountable officer,

- c. The Forest Service regional/Area property management officer (PMO),
  - d. The Forest Service regional aviation officer,
  - e. The Forest Service, Assistant Director, Aviation,
  - f. The Forest Service Acquisition Management Asset Management Branch Chief,
  - g. The Forest Service FEPP National Program Manager, and
  - h. The GSA.
2. Individual SF-122 forms will be used for each aircraft to facilitate registration requirements by the FAA.

Each SF-122 form must contain the following data elements:

1. Manufacturer,
2. Make/model,
3. Manufacturer serial number,
4. Military bureau number (serial number), and
5. Year of manufacture.

If unavailable at the time of acquisition, this information must be added to the original document prior to registration.

The GSA, National Capitol Region, Federal Supply and Services, Property Management, 7th and D Streets, SW., Washington, D.C. 20407, assists in the acquisition of federally seized or forfeited aircraft.

### **41.3 - Management and Usage**

The State shall log the usages of FEPP aircraft and shall not allow non-fire incidental use to exceed 10 percent of the total hours flown without specific permission from the regional/Area Fire Director. The State forester shall submit use reports annually in FEPMIS, as requested by the Forest Service, documenting aircraft use.

The Forest Service regional/Area Property Management Officer (PMO) shall ensure information pertaining to the acquisition, use, modification, cannibalization, registration, deregistration, and disposal of FEPP aircraft is shared with the FEPP National Program Manager. The FEPP National Program Manager shall ensure the Washington Office, Acquisition Management Asset Management Branch Chief is alerted to the projected transaction.

Additional guidance on Forest Service-owned aircraft can be found in FSM 5700.

Additional information on the management, use, and disposal of government-owned aircraft and aircraft parts can be found in the FMR, Subchapter B, Part 102-33 and on the GSA, Office of Government-wide Policy, Aviation Management Web site at <http://www.gsa.gov/portal/content/104520>.

#### **42 - Stocking of Parts**

Normally, shelf storage will not exceed a 1-year supply. The Forest Service regional/Area PMO may grant exceptions to this rule when items are out of production, or when past experience shows the advisability of having more on hand.

#### **43 - Parts Accountability**

Ensure the State aviation manager maintains inventory stock records on carburetors, magnetos, starters, propellers, and similar items because of their significant value and interchangeability. Tag these items using the FAA colors (red--non-repairable, green--repairable, and yellow--ready to use).

Use information from the aircraft log to determine when and where aircraft engines or their components have been changed.

FEPP aircraft parts are not to be physically mixed with non-FEPP parts.

Issuance of parts must be controlled and sufficient records maintained to allow for auditing the use.

#### **44 - Disposal**

Disposal procedures for FEPP outlined in chapter 30 of this handbook will be followed in the disposal of FEPP aircraft.

After approval by the Forest Service regional/Area PMO, the change of status request must be approved or disapproved by the National FEPP Program Manager. The National FEPP Program Manager will notify the Agency Acquisition Management Asset Branch Chief on the status of the aircraft.

After standard screening by other Forest Service units and USDA agencies, aircraft must be reported to the Personal Property Division, General Services Administration, Pacific Rim Region, San Francisco, California (via GSA Xcess).



#### **44.1 - Demilitarization required property**

Demilitarization required C, D, and F property must be identified as Federal property.

Total destruction of demilitarization required C, D, and F property must follow guidelines as established in the Department of Defense Manual 4160.21-M-1 found on the Defense Logistics Agency Disposition Services Web site at

<http://www.dispositionservices.dla.mil/publications/index.shtml>

Normal screening through AAMS and GSA Xcess is required prior to demilitarization.

#### **45 - Cannibalization**

Cannibalization of aircraft has a lower priority than requests to restore and operate the aircraft. Intent to obtain an aircraft for cannibalization must be clearly indicated on the acquisition document and requires the approvals as indicated in section 41.2, paragraph 1.

Once the aircraft has been fully cannibalized, it may be declassified by completing the FS-3100-09; Request for Cannibalization, Modification, and Deregistration of Forest Service Owned Property in FEPMS and submitting to the Forest Service regional/Area PMO for approval.

##### **45.1 - Declassification of an aircraft**

To declassify an aircraft, the Forest Service regional/Area PMO shall do the following.

1. Send a letter to GSA, Aircraft Management Policy Division (MTA), 1800 F Street, NW., Washington, DC 20405, requesting approval to declassify the aircraft and stating that the aircraft is non-operational (which includes lost or destroyed). In this letter, identify the Federal Supply Classification (FSC) group(s) that the declassified aircraft/parts will fall under, describe the condition of the aircraft (crash-damaged, unrecoverable, parts unavailable, and so forth), and include photographs as appropriate.
2. Within 14 calendar days of receiving GSA's approval to declassify the aircraft:
  - a. Following applicable Federal Aviation Regulations (14 CFR 45.13), the Forest Service regional/Area PMO shall request approval from the local FAA Flight Standards District Office (FSDO) to remove the manufacturer's data plate;
  - b. Within 14 calendar days of receiving approval from FAA to remove the data plate, inform GSA (MTA) of FAA's approval, send the data plate by courier or registered mail to the FAA, as directed by your FSDO, and remove any Certificate of Airworthiness (form FAA 8100-2) and the aircraft's registration form from the aircraft, complete the reverse side of the registration form, and send both documents to the FAA.

c. The Forest Service regional/Area PMO shall authorize the updating of the personal property records in the official USDA mandated property accounting management system, deleting the declassified aircraft from the aircraft category and adding it to another Federal Supply Classification classes or groups, as appropriate.

d. The FEPP National Program Manager shall delete the aircraft from the Federal Aviation Interactive Reporting System (FAIRS) inventory records.

Document the remaining unusable carcass as scrap and promptly disposed of it.

#### **46 - Modification**

Modification to the frame or structure of an aircraft must be approved by the Forest Service, Assistant Director, Aviation.

#### **47 - Maintenance and Storage**

Fly all operational aircraft at least 3 hours each month to maintain aircraft readiness, or substitute accepted manufacturers' procedures for storage for off-season readiness.

Incidental use of any individual aircraft beyond 10 percent of the total flight time for that aircraft in any 1 year is prohibited. Document violations in accordance with section 21 of this handbook.

#### **48 - Aircraft Safety and Reporting**

##### **48.05 - Definitions**

The following National Transportation Safety Board definitions apply to State-operated federally owned aircraft (FSM 5700).

**Aircraft Accident.** An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury or in which the aircraft receives substantial damage.

**Aircraft Incident.** An occurrence, other than an accident, associated with the operation of an aircraft that affects, or could affect, the safety of operations. Aircraft incidents are documented on form FS-5700-14, SAFECOM: Aviation Safety Communiqué, which is also approved for interagency use as form OAS-34 (FSM 5720.45).

**Serious Injury.** Any injury that:

1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received.

2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose).
3. Causes severe hemorrhages, nerve, muscle, or tendon damage.
4. Involves any internal organ.
5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial Damage. Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. For purposes of direction in FSM 5720, the following are not considered substantial damage:

1. Engine failure or damage limited to an engine if only one engine on a multi-engine aircraft fails or is damaged;
2. Bent fairings or cowlings;
3. Dented and/or small puncture holes in the skin or fabric;
4. Damage that occurs to rotor or propeller blades during ground operations; and
5. Damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips.

#### **48.1 - Accident Reports**

The accountable officer shall report to the Forest Service regional/Area PMO, any aircraft accidents or aircraft incidents involving FEPP aircraft that result in serious injury or substantial damage. A verbal report must be made as soon as possible and followed with a written report within 10 working days. Department of Transportation reporting requirements of the Federal Aviation Administration and the National Transportation Safety Board are the responsibility of the accountable officer (see FSM 5723.21).

1. The Forest Service regional/Area PMO will notify the National FEPP Program Manager immediately of any aircraft accidents or aircraft incidents involving FEPP aircraft that result in serious injury or substantial damage. Any subsequent reports and documentation will be provided to the National FEPP Program Manager as they become available.
2. The National FEPP Program Manager will notify the Assistant Director, Aviation and the Acquisition Management Asset Management Branch Chief of all accidents.

## **49 - Registration of Aircraft with the FAA**

Register only those aircraft that are or will be operational. Operational aircraft must be reregistered every 3 years. Registration of FEPP aircraft must be approved through the FEPP National Program Manager.

Deregister aircraft that change from an operational to a permanent non-operational status. Aircraft must be registered with the FAA prior to being put into service. To ensure correlation between FAA's database of registered aircraft and the Federal Aviation Interactive Reporting System (FAIRS) maintained by GSA, complete the FAA form AC 8050-1, Aircraft Registration application, as follows:

1. Aircraft Manufacturer and Model. Indicate both the military and civilian model designations. Example: Cessna O-2 (337).
2. Aircraft Serial No. Indicate both the manufacturer's serial number and the military (bureau) number. Example: 337M0320 (67-11450). Note that the manufacturer's serial number is listed first. This number will be used by the FAA to list the aircraft and will also be used in FAIRS.
3. Type of Registration. Select #5. Government.
4. Name of Applicant. Show "USDA Forest Service - FEPP" on the first line. Subsequent lines should be the State address.
5. Address. List the Forest Service regional/Area office address.
6. Civilian aircraft need only show the manufacturer's model designation and serial number.
7. The form must be signed by the FEPP National Program Manager and accompanied by a legible copy of the transfer document (SF 122, Transfer Order Excess Personal Property) with all applicable signatures. The transfer document and the registration form must show matching serial numbers and model designations.
8. If registering a formerly military aircraft, the form must be accompanied by a letter requesting the use of the manufacturer's serial number along with the military model designation (for example, Cessna O-2, serial number 337-0320). If a particular registration number is desired for this aircraft, request in this letter as well.

### **49.1 - Deregistration of Aircraft with FAA**

Deregistration of FEPP aircraft must be approved by the FEPP National Program Manager. Deregister an aircraft when it comes out of service permanently or prior to release of aircraft during the disposal process.

Registration numbers (tail numbers, N-numbers) are assigned to aircraft, not to agencies.

1. If the State wishes to retain the N-number for assignment to another aircraft, this request must be noted on the SF-120, Report of Excess Personal Property, or the request to deregister.
2. The Forest Service regional/Area PMO shall write a letter to the FAA with the request for a different registration number for the aircraft and retention of the original number for reuse on another aircraft.

If the aircraft is being disposed of as scrap (for example, if it crashed, or has been cannibalized), or donated for ground use (for example, static display), follow the process for declassification in section 45.1.

Donations for ground use to another Forest Service unit must be documented on a form AD-107, Report of Transfer or Other Disposition or Construction of Property, and requires approval of the FEPP National Program Manager.