

US Forest Service

# WCF Aircraft User Guide

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## **WCF Aircraft User Guide**

### **Overview:**

The primary mission of WCF Aircraft is to support fire suppression activities such as Aerial Supervision Module (ASM), Leadplane, Smokejumper, transportation of fire personnel, transportation of fire cargo, and infrared imagery. These aircraft also support non-fire-related activities including administrative passenger transport, aerial photography, wildlife management, and natural resource management.

The purpose of the Working Capital Fund (WCF) is to provide a sustainable funding mechanism for the operation and replacement of agency owned aircraft.

This guide expands on the direction contained in the ***Working Capital Fund Accounting Operations Handbook***, FSH 6509.11f, as it pertains to aircraft, and provides greater detail on how to accomplish day-to-day management, operations and tasks.

Prior to aircraft entering the WCF program each aircraft has to be Forest Service property. This is first approved by the Washington Office Headquarters (WO), Director -Fire and Aviation Management and then accepted as Forest Service property by the Forest Service Washington Office AQM Property Branch. Appendix 2 **Process Flow for Acquisition, Transfer, and Disposition of Aircraft Property** of this Guide gives examples for these actions.

### **WCF Financial Management:**

In FSM 5700, paragraph 5718.2 states "Manage all Forest Service owned and operated aircraft through the Working Capital Fund (WCF)." This means that all Forest Service owned aircraft that are or intend to be operated are done so through the Forest Service WCF program. Users cannot opt out. The FS is required to comply with Federal Management Regulations for aircraft management which requires financial sustainability (41CFR 102-33).

ASC Budget and Finance, WCF Branch provides financial direction, monitoring and oversight in collaboration with FS Fire and Aviation Management (FAM) to manage FS WCF aircraft in accordance with Forest Service, Departmental and GSA policy.

It is the responsibility of the user unit to ensure all items and or services being procured or incurred are charged to the proper Jobcode so accurate costs will reflect in the EMIS system under the correct Account Codes.

### **Account Codes**

The Account Code is the tie between Jobcodes and the information on the FS6500-30, Budget Financial Estimate ([Aircraft 6500-30](#)) and Cash Balance Statement ([Cash Balance Statement](#))

### **Structured Jobcodes**

WCF Structured Jobcodes referenced in Appendix 1 are rolled over automatically each year by FS WO Financial Management Systems. These are the job codes that do not tie to a specific aircraft, such as the job code for jet fuel (906602). (See FSH 6509.11f,11.2, and Appendix 1 for Jobcodes and definitions.)

### **Pre-Structured Jobcodes**

The Pre-Structured Jobcodes referenced below are established each year by ASC WCF for specific aircraft by the equipment identification number. (See FSH 6509.11f,11.2, for Jobcodes and definitions.) What follows is a sample of Jobcodes and how they tie to Fund, Program and Account Number. The “x” entries indicate places in which the aircraft’s equipment identification number would be entered.

Jobcode	Description	Fund Code	Program Code	Account Code
W2XXXX	Capitalization of Aircraft	WCWC	WCAO	157
W3XXXX	Airworthiness Repair	WCWC	WCAO	671
W8XXX	Maintenance - Commercial	WCWC	WCAO	612
81XXXX	Maintenance – in house	WCWC	WCAO	613
83XXXX	Reserve	WCWC	WCAR	352

*Fund and Program:* These budget terms are used to identify funding:

Fund Code (WCWC) - This is the funding mechanism for all WCF activities.

Program Code - This is used to identify the funding for each of the different WCF activities.

WCF Aircraft activity has two Program Codes: WCAO is Working Capital Aircraft Operations and is used at the regional level. WCAR is Working Capital Aircraft Reserve and is used at the national level.

### **Entry of aircraft into the WCF Aircraft Program**

WCF aircraft are subject to the same regulations regarding capitalization, decapitalization, and depreciation as other WCF non-expendable personal property. Acquisition of aircraft is financed from the National reserve account 352. Once approval has been given to acquire an aircraft by the Washington Office Headquarters (WO), Director -Fire and Aviation Management, ASC WCF will establish the aircraft in EMIS and create Jobcodes for it. Based on an availability of funds document (FS6500-224) showing funds that will be transferred into WCF, these WCF Jobcodes shall be used for any initial repair, modification or upgrade to newly acquired aircraft. This is done so that actual costs of the aircraft and any increase in its capitalized value are reflected in the WCF system. Project funds shall not be used to directly fund or procure aircraft, maintenance, equipment or modifications.

Prior approval to acquire, dispose of, and transfer aircraft and utilize funds for purchase, refurbishment, and upgrades from Washington Office account 352 must be obtained from WO FAM Director or their designee. The cash in WO account 352 aircraft reserve is built up through monthly transfers from regional accounts 352 of cash equal to accounts 640, Depreciation Expense, and 411, Increased Replacement Cost (IRC) Income. The 352 account can also receive funds by the ASC “**Donation by Project**” Process. Contact ASC WCF for assistance with this.

Capitalization is the recording of the costs of acquiring and readying aircraft for Forest Service use. These costs are captured through the Federal Finance Information Systems (FFIS) and fed into EMIS. These figures are not to be forced in through EMIS. The total is depreciated over the aircraft’s life cycle (20 years); this generates funds for replacement and upgrading.

Aircraft capitalization can be broken down into three major categories; **Purchase, acquisition of transferred or surplus Aircraft**, and **upgrading**. Documentation of the following processes creates the audit trail:

**Purchase of Aircraft** - All costs of purchasing an aircraft are financed by FAM WO from WCF funds, project funds, or a combination of both. Project funds shall be transferred into the WCF fund for purchases. Include all costs of ferrying the aircraft to its duty station, including pilot's travel to the delivery point, flight time from delivery point, and any modifications made to the aircraft before it is placed in service. FAM WO and ASC WCF work together to complete the "**WCF Aircraft Induction and Upgrading**" process (see ASC Procedure).

**Acquisition of transferred or surplus Aircraft**- All costs of acquiring aircraft from surplus sources and modifying them to fit Forest Service requirements are to be capitalized. These costs include (1) pilot's salary and travel to pick up and ferry aircraft to its duty station; (2) flight time to home base; (3) painting and upholstering; (4) radio repair and installation of new radios; (5) tires and tubes; (6) testing and inspections; and (7) overhaul and repair of engines, propeller, or airframe. In addition, fair market value of the aircraft minus the value of any equipment removed by the Forest Service must be determined; this amount is donated to WCF. Any additional acquisition costs together with the donated value become the total capitalized value of the acquired aircraft. This capitalized value is depreciated over the lifecycle of the aircraft (20 years). FAM WO and ASC WCF work together to complete the "**WCF Aircraft Induction and Upgrading**" process (see ASC Procedure).

**Upgrading of Aircraft** - Upgrades consist of additions, alterations, betterments, rehabilitations, or replacement of components where they significantly extend the aircraft's useful life or its ability to provide service. All significant upgrades over \$20,000 shall be approved by FAM WO (FSM 5700) and follow ASC WCF procedure "**WCF Aircraft Induction and Upgrading**." Total charges of \$20,000 or less are not capitalized and shall be charge to maintenance (W3XXXX or W8xxxx). Charges shall not be split. Some examples of upgrades are; (1) modifications to enable the use of mapping (scanners or cameras); (2) modification of instrumentation, engines, or airframe, including landing gear to provide greater safety, utility, or to fill a specialized need; (3) safety devices such as built-in fire extinguishers and fire detectors; (4) superchargers and higher powered engines; and (5) new radio or electronic equipment to provide greater safety or allow access to certain airports. These are only a few examples of many possible upgrades. Capitalization / De-capitalization determinations will be made between ASC, the assigned user unit and FAM WO.

All upgrades shall be funded through WCF; this ensures accurate asset costs are accounted for in EMIS. Program Staffs can donate Project funds to WCF for this purpose. See ASC WCF procedure "**WCF Aircraft Induction and Upgrading**" for detailed direction.

**Removal of Aircraft from the WCF Program:** Remove aircraft destroyed by accident, sold, excessed, donated or dismantled for parts by processing an FS-6500-61, Fleet Equipment and Aircraft (Accountability and Data Record), placing the

equipment in a status 8 in block 2 of the FS-6500-61. FAM WO must approve the removal before the action is taken.

When an aircraft is removed from the WCF Program where more dollars have been spent than income generated (deficit), within the current fiscal year, the assigned program (Region, Station, Area) shall donate the deficit amount to make the WCF Fund whole.

**Depreciation:** Depreciation is the distribution of the capitalized value over the aircraft's lifetime. The estimated lifetime or lifecycle of new aircraft is 20 years; on used aircraft, it is the estimated remaining airframe life. Currently there are no class codes in EMIS that allow for a life of less than 20 years.

If an aircraft is brought into the WCF program with less than 20 year life remaining the IRC shall be increased by a factor that will ensure sufficient funding will have been captured into the 352 account for aircraft replacement at the end of its life cycle.

Depreciation is calculated monthly and is reflected on EMIS-29, Monthly Depreciation for Other Than Fleet Equipment. WCF automatically withdraws an equivalent amount of monthly depreciation from the Regional account 352, Aircraft Replacement Reserve (Unit 97), and depositing it into the WO account 352 (Unit 97). Depreciation is an expense that is recovered through the revenue collected by FOR rates. This is one way funds are generated for procurement, refurbishment, and upgrades.

**Pilots' Salaries:**

Pilots shall charge their salaries to the program or project they are working for. Pilots will only charge their time to WCF when they are flying the aircraft for a WCF purpose. For example, repositioning an aircraft for maintenance.

Allow up to an hour total for the pre and post-flight checks per day when flying for a WCF purpose. Salaries charged to this account must be charged as worked, not on a predetermined or budgeted basis. This is necessary so that actual costs can be related to income.

**Contract Pilots:**

Contract pilot salaries shall be charged to the program or project they are working for. Contract pilot salaries will only be charged to WCF when they are flying the aircraft for a WCF purpose. For example, repositioning an aircraft for maintenance.

**Airworthiness/Extraordinary Maintenance Account:**

"Airworthiness and Overhaul" or "Extraordinary Maintenance," refers to major and costly maintenance and repair that is over \$5000.00 and are performed on an irregular basis. Some examples:

- Engine overhaul (removal/installation of engines of the same kind and general power range as the ones removed)

- Rebuilding of ailerons, elevators, and tail assemblies
- Rebuilding, replacement, and installation of avionics and flight instruments of the same capability as the previous equipment
- Propeller overhaul or replacement of the same type
- Painting
- Overhaul or repair of airframe skin and skeleton
- Hot end/1000-hour inspections
- Additional inspections or structural component replacements based on the age or usage of the aircraft

**Recording:**

All operational (USE) income is recorded on the Flight Use Report, FS-Aircraft 6500-122. In addition, miscellaneous charges such as Income FOR charged to external (non-Forest Service) users should be included. Flight Use Reports provide supporting documentation for billing users. Completed FS-6500-122's are summarized and entered into EMIS. This process generates income to account 413 and charges to project funds. Only flight time can be processed through the EMIS system; non-Forest Service users' FOR charges must be billed manually.

- ***Billing Forest Service Users.*** USE is billed directly to Forest Service users, using their region, unit, and Jobcode.
- ***Billing Non-Forest Service Users.*** For non-Forest Service users, an Interagency Agreement or Cooperative Agreement should be in effect prior to flying for a Non-Forest Service User. A specific Jobcode for that agreement should be set up to collect the charges for flight time and prorated FOR. Collect the amount charged for FOR on the FS-6500-122 from the agreement Jobcode. Whenever FOR is collected from non-Forest Service users it reduces the primary user's FOR expense. Bill Non-Forest Service Users with the appropriate billing action in a timely manner.

**Budgeting:**

Regions will provide a completed WCF Aircraft Rates Template to the ASC WCF. ([Aircraft Rate Calculation Template](#) ) This template is used to develop the FOR and USE rate for each aircraft. Estimated costs are based on previous fiscal years historical costs and include projected changes in programs, personnel, and number or type of aircraft. ASC WCF will review template data submitted by each Region to ensure financial stability and adherence to the WCF **\*Cash Management Standard**. If the need exists, ASC WCF will work with the Region to establish rates that will ensure a sustainable program.

(\*FSM Chapter 6580 - Working Capital Fund; 6583 Policy, 11 Cash Management Standard. *“Plan cash levels for each WCF activity to be in the 20 percent to 35 percent range of the average total outlays on October 1 for each fiscal year.”*)

Each fiscal year, ASC WCF prepares an estimated budget ([Aircraft 6500-30](#)) that contains the prior fiscal year's actual income and expenses. Quarterly updates to the FS-6500-30 to reflect the forecasted and actual information will be completed by ASC WCF and posted to the ASC WCF web site. Total estimated costs should be broken out as anticipated and be cumulative by quarter. By end of FY Quarter 3, sizable differences between forecasted and actual amounts should be investigated and explained. Corrective action should be taken as soon as possible where indicated; one action could involve making a rate change or donation of project funds to ensure a deficit will not result.

FAM WO and Regional Aviation program leaders shall be included in the review of cash flow analysis and rate structure each fiscal year.

**Rates:**

Income for Aircraft Operations originates from use of WCF-owned aircraft by Forest Service and other Government agency programs. The aircraft rates consist of the following two components, each of which recovers certain costs related to owning and operating the aircraft.

***Fixed Ownership Rate (FOR).*** FOR recovers the fixed costs of owning equipment. Fixed costs vary little, regardless of whether or not the aircraft is used; therefore FOR is a charge for the availability of equipment. FOR is comprised of the following elements:

- ***Fixed Managerial Costs (Program management, Account 624)*** - This includes the cost of salaries, travel or managerial employees when work performed is directly related to WCF aircraft management by Regional, ASC and WO employees. (Job Code 906624)
- ***Direct Labor, Travel (Account 625)*** - This includes payroll and travel costs of direct labor personnel such as pilots and mechanics. Pilots will only charge their time to WCF when they are flying the aircraft for a WCF purpose. For example, repositioning an aircraft for maintenance. Mechanics shall charge their time when maintaining WCF aircraft. (Job Code 906625)
- ***Depreciation Costs (Account 640)*** - This is the current year's depreciation expense charges for aircraft; it can be found on EMIS-29.

***Aircraft Use Rate (USE).*** The USE rate recovers the variable costs incurred in the operation and maintenance of the aircraft. Variable costs increase with increased use of the equipment; therefore the USE rate is charged only when the aircraft is actually used.

- ***Fuels and lubricants (Accounts 601 and 602).*** This includes aviation gasoline, jet fuel, and other fluids. It is important to consider the cost of all sources of fuel, i.e., commercial, Department of Defense, and other Government sources. (Job Code 906601 – AV Gas and 906602 – Jet fuel)

- **Maintenance (FS-provided, Account 612).** This shows the cost of maintaining WCF aircraft by Forest Service personnel. (Job Code 81xxxx, where xxxx is the aircraft equipment number.)
- **Maintenance (Commercial, Account 613).** This shows the cost of maintaining WCF aircraft by contracted services. Some costs to consider are minor checks and inspections, tires and brakes, routine avionics maintenance, cleaning, and routine maintenance test flights. (Job Code W8xxxx, where xxxx is the aircraft equipment number.)
- **Miscellaneous Costs (Account 635).** This includes the costs of various expense items, not identified in other accounts, which are properly chargeable to WCF aircraft. Examples of some expenses are shipping of parts, GPS subscriptions, IFR approach plates and aircraft test equipment. (Job Code 906635)
- **Deferred Extraordinary Maintenance (Account 671).** This includes estimates for extraordinary maintenance for the aircraft. (See Airworthiness tab on WCF Aircraft Rates Template.) (Job Code W3xxxx, where xxxx is the aircraft equipment number.)

After accumulating the estimated costs and preparing a budget, rates can be set. The instructions for computing rates for the WCF Aircraft Rates Template Are located on the ASC WCF website. Web Link: [Aircraft Rate Calculation Template](#)

## **Definitions:**

**Airworthiness and Overhaul:** Includes major and costly maintenance, repair, and overhaul expenses to keep the aircraft airworthy. Generally not performed on an annual basis per individual aircraft.

**Cash Balance Statement:** The purpose of a cash balance statement is to show the financial position of the business on a specific date. Web Link: [Cash Balance Statement](#)

**Depreciation:** Depreciation is the distribution of the capitalized value over the aircraft's lifetime. Depreciation is an expense that is recovered through the revenue collected by FOR rates. This is one way funds are generated for procurement, refurbishment, and upgrades.

**EMIS:** Equipment Management Information System. This is an electronic sub system that tracks information about each aircraft. Some of the information includes capitalized value, maintenance costs and Use/FOR rates.

**Fixed Ownership Rate (FOR):** The FOR is a monthly set amount charged to the job code of the project funding the aircraft. FOR is used to recover the fixed costs of owning equipment. Fixed costs vary little, regardless of whether or not the aircraft is used; therefore FOR is a charge for the availability of equipment.

**Maintenance:** Ordinary repair and maintenance that is performed on a recurring basis, annually and as needed.

**Quarterly Budget Statement (FS-6500-30):** The purpose of the budget statement is to provide actual account information for the quarter showing all income and expenses. Regions should compare actuals to estimates to identify and correct financial problems before the fiscal year ends. Web Link: [Aircraft 6500-30](#)

**Use Rate:** The USE rate recovers the variable costs incurred in the operation and maintenance of the aircraft. The USE rate is an hourly charge billed to the job code of the project for which the aircraft is used.

**Acronyms:**

ASC – Albuquerque Service Center

EMIS – Equipment Management Information System

FAM – Fire and Aviation Management

FAA – Federal Aviation Administration

FFIS – Foundation Financial Information System

FOR – Fixed Operating Rate

FS – Forest Service

FSH – Forest Service Handbook

FSM – Forest Service Manual

FY – Fiscal Year

GSA – General Services Administration

IFR – Instrument Flight Rules

IRC- Increased Replacement Cost

RO – Regional Office

WCF - Working Capital Fund

WO - Washington Office

## Appendix 1 Structured Aircraft Jobcode Listing

<b>WCAO - WCF Aircraft Operations</b>		
<b>Jobcode</b>	<b>Jobcode Name</b>	<b>Jobcode Definition</b>
906101	Cash	Shows the unexpended cash balance carried in WCF Aircraft.
906121	Inventory, Stock	Shows the value of inventory acquired for the purpose of production or direct resalable items.
906122	Inventory, Gasoline, Diesel, and Other Fuel	Shows the value of unissued gasoline, diesel, and other fuel on hand acquired for the purpose of resale.
906156	Machinery and Miscellaneous Equipment	Shows the cost of all nonexpendable equipment (including transportation and installation) that other accounts do not cover. This account includes equipment at any location when its use is primarily for operations that the WCF finances.
906157	Aircraft	Shows the cost of aircraft. Charge this account with all costs of acquiring aircraft and preparing them for Forest Service use. Any major upgrading or refurbishing of aircraft requires the approval of the WO FAM AD Aviation
906172	Allocated Extraordinary Equipment Maintenance	Shows the amount of the reserve used during the current year for nonrecurring or irregular type aircraft and ranger boat maintenance.
906352	Reserve, Aircraft Replacement	Shows the amount earned for replacement, upgrading, and refurbishing of aircraft. Replacement generally refers to the purchase of new aircraft. Upgrading refers to work done on already owned aircraft which increases the capital value. Refurbishing refers to work on used aircraft, normally acquired from surplus sources, that is necessary to make the aircraft operable for use in Forest Service programs. The service-wide balance in this account must equal zero.
906355	Retained Earnings, Operations	Reflects the current balance of net accumulated operational income for a particular WCF activity.
906411	Rental Income, FOR, Other Than Increased Cost of Fleet Equipment	Shows rental income from the replacement differential portion of the fixed ownership rate charged for the assignment of Replacement fleet equipment.
906412	Rental Income, FOR, Other Than Increased Cost of Replacement	Shows the income from the Fixed Ownership Rate (other than the portion of the Fixed Ownership Rate that is the replacement factor differential) that is charged for the assignment of fleet equipment and aircraft to them.
906413	Rental of Equipment, Use Rate	Shows the amount of income from the use of fleet equipment and aircraft by WCF activities, which is chargeable at the use rate established for that class of equipment.
906425	Other Income	Shows the amount of income not creditable to other specific accounts.
906453	Sale of Excess Assets	Shows the amount of income from Exchange Sale of assets.
906601	Gasoline & Operations Costs, Gasoline Consuming Equipment	Shows the cost of all gasoline, and aviation fuel for use in WCF-owned or operated equipment.

906602	Fuel and Operation Costs, Diesel and Other Fuel Consuming Equipment	Shows the cost of all diesel and other fuels (except gasoline) for use in WCF-owned or operated equipment.
906612	Maintenance, Labor, Parts & Other/Forest Service	Shows the costs that are incurred for maintenance of fleet and aircraft equipment by Forest Service personnel. Charges to this account will be via pre-structured management code.
906613	Maintenance, Commercial Shops, or Other Government Agency Facilities	Shows the cost of maintaining fleet equipment or aircraft in either commercial shops or other Government agency facilities. Charges to this account will be via pre-structured management code.
906620	Purchases, Stores Stock, Parts, & Materials	Shows the cost of maintenance parts, supplies, materials, store stock, and contracted services of a direct cost nature. The cost includes the purchase, inspection, unloading, and transportation costs that are directly assignable to the stock.
906624	Fixed Managerial Costs	Shows the cost of salaries, travel, uniform allowances, and associated benefits for administrative or managerial employees Costs ( other than general administration), as well as time spent by direct labor personnel performing managerial duties. This time must be identifiable to the WCF, such as time the activity or financial manager spends on budget formulation, rate reviews, and WCF meetings. Charge this account also with the cost of (1) aircraft hangar rental or aircraft parking facilities rented from commercial or other than Forest Service sources, (2) Airport landing fees, and (3) Airframe taxes. Do not include time spent on utilization and motor pool studies, equipment development, or testing and training or operators, which are project fund charges. Charge clerical time to this account only when services directly support and are readily identifiable with the WCF activity. Charge program-related communications, rents, and utilities to this account. Charge transfer of station costs of program management personnel to this. Repair work is accomplished should be charged to account 635
906625	Direct Labor, Travel	Charge this account with all payroll and cost of direct labor personnel, such as mechanics, pilots, and nursery workers. Also charge this account with the costs of pilots' and mechanics' travel relative to flying WCF aircraft and the maintenance of one or more specific aircraft or vehicles. Charge annual leave for all direct labor personnel to this account. Credit this account and charge the appropriate account at the mechanic rental rate for general maintenance or administrative work.
906635	Miscellaneous Operating Expenses	Shows the cost of various expense items not identified in other accounts that are properly chargeable to the WCF.
906636	General Administration	Shows the cost of salaries and other expenses of fiscal, accounting personnel, and similar services employees at Regional, Forest, or similar headquarters levels where the Forest Service authorizes WCF expenditures.
906640	Depreciation Expense, Fleet, and Aircraft Equipment	Shows the amount of current year depreciation expense charges for Fleet and Aircraft equipment (accounts 155 and 157).

906642	Depreciation Expense, Machinery, Hardware, and Miscellaneous Equipment	Shows the amount of current year depreciation expense charges for (computer) accounts 143, 144, 156, and 158.
906671	Deferred Extraordinary Equipment Maintenance Expense	Charge this account with an estimate for nonrecurring or boats.
906167	Accumulated Depreciation	Define
<b>WCAR - WCF Aircraft Reserve</b>		
906101	Cash	Shows the unexpended cash balance carried in the accounts of the Department of the Treasury for the Working Capital Fund (WCF). The all-Service balance in this account is reconciled with the balance reported in the statement furnished by the Department of the Treasury to the National Finance Center.
906352	Reserve, Aircraft Replacement	Shows the amount earned for replacement, upgrading, and refurbishing of aircraft. Replacement generally refers to the purchase of new aircraft. Upgrading refers to work done on already owned aircraft which increases the capital value. Refurbishing refers to work on used aircraft, normally acquired from surplus sources, that is necessary to make the aircraft operable for use in Forest Service programs. The Service-wide balance in this account must equal zero.

## Appendix 2: Process Flow for Acquisition, Transfer, and Disposition of Aircraft Property

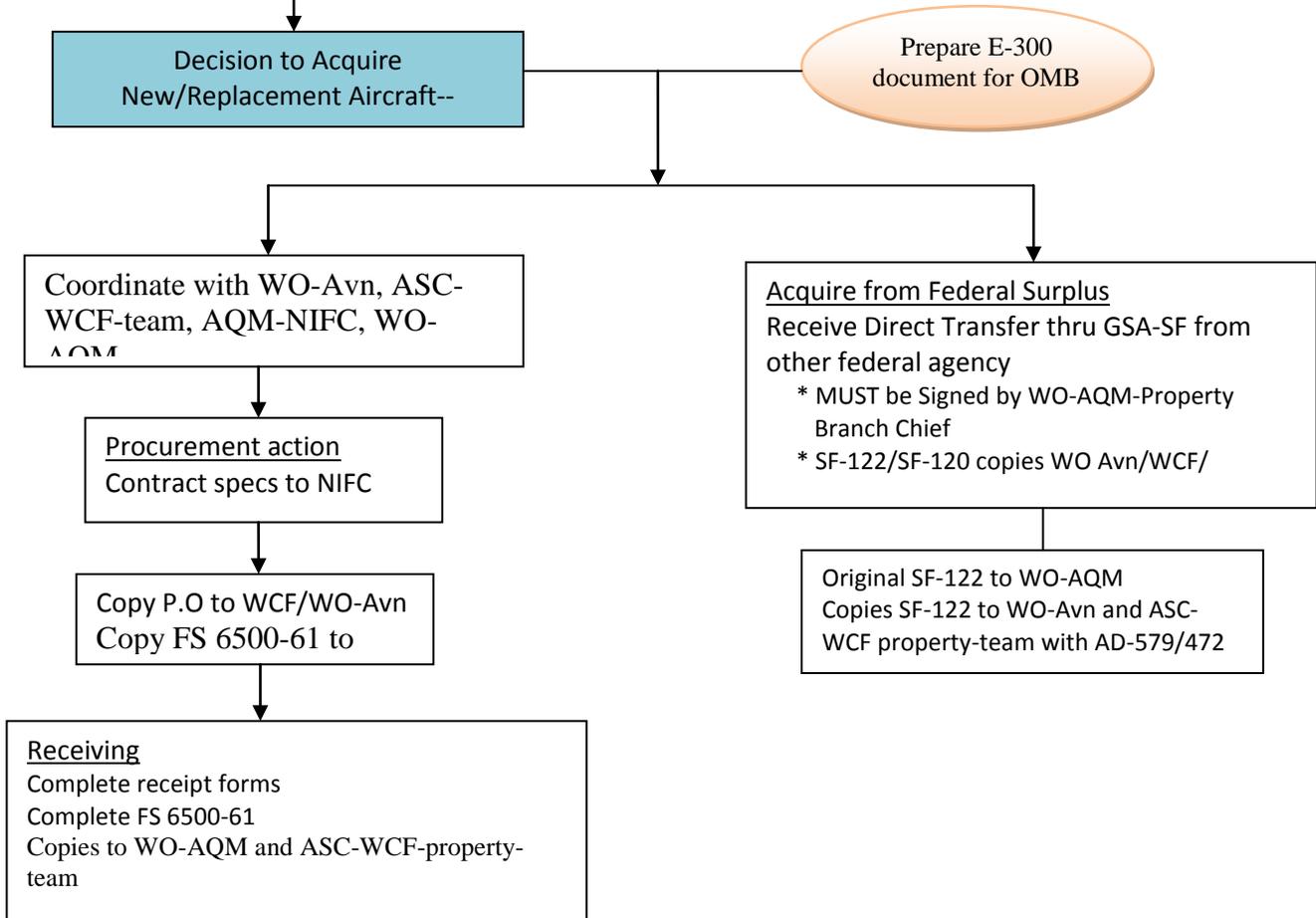
### Section A

#### Acquisition of WCF Aircraft

Agency (WO/RO) decision is made to acquire aircraft for WCF Aircraft/Aviation program.

**Start:** Agency (WO/RO) decision determines aircraft capabilities required for--

- Aircraft from detailed agency strategy and utilization plan
- OR
- Newly identified agency requirement
- OR
- Replacement due to equipment failure



**Appendix 2: Process Flow for Acquisition, Transfer, and Disposition of Aircraft Property**  
Section B

Transfer of WCF Aircraft

A. **Within WCF** – Region to Region OR WO to Region

Forms needed: AD-107 (AQM Property Br)  
FS 6500-61 (WCF Property team)

B. **Within Forest Service** – From WCF to Personal Property (including FEPP) OR  
From Personal Property (including FEPP) to WCF

Forms needed: AD-107 (WO/Reg Property PMO) and WCF  
FS 6500-61 (WCF Property team)

C. **Within USDA** – From Forest Service WCF to other USDA agency OR

Forms needed: AD-107 (WO/Reg Property PMO) and WCF OR SF-120/122  
FS 6500-61 (WCF Property team)

D. **Within USDA -- From other USDA agency to WCF** (see Appendix A for acquisition from  
Federal Surplus)

Forms needed: AD-107 (WO/Reg Property PMO) and WCF OR SF-120/122  
FS 6500-61 (WCF Property team)

E. **Through GSA to other non-USDA Federal Agency** – From WCF to other non-USDA Federal  
agency [or through State Agency for Surplus Property (SASP) to SASP determined eligible  
recipient]

Forms needed: SF-120/122 (WO/Reg Property PMO) and WCF  
FS 6500-61 (WCF Property team)

# Appendix 2: Process Flow for Acquisition, Transfer, and Disposition of Aircraft Property

## Section C

### Disposing of WCF Aircraft

Agency (WO/RO) decision is made that aircraft and/or aircraft parts are excess to Forest Service requirements and, therefore, FS needs to dispose of aircraft from WCF Aircraft/Aviation program.

**Entire Aircraft** (see 41 CFR 102-33):

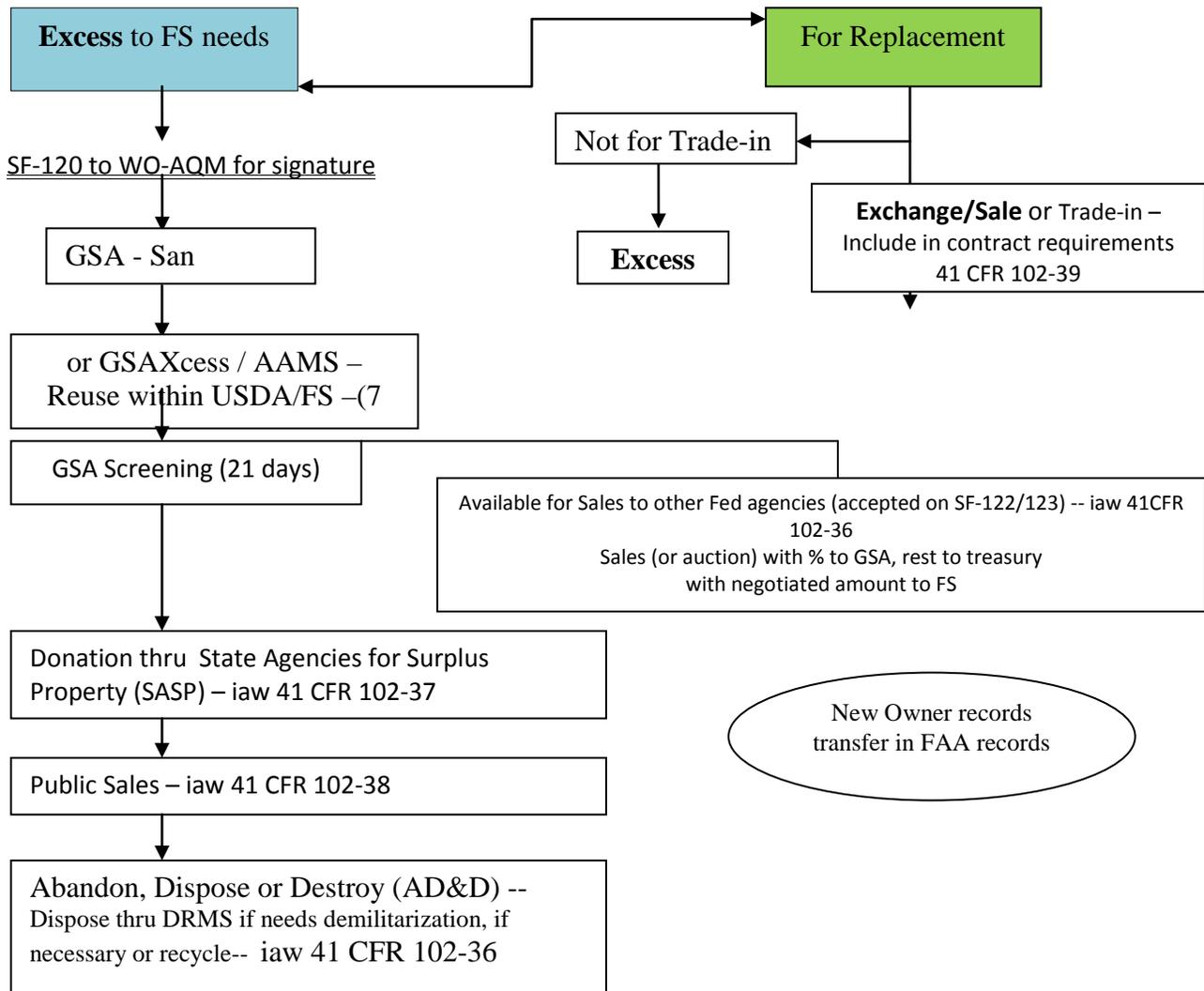
**Start:** Agency (WO/RO) determination if operable/inoperable aircraft need replacement or are excess-

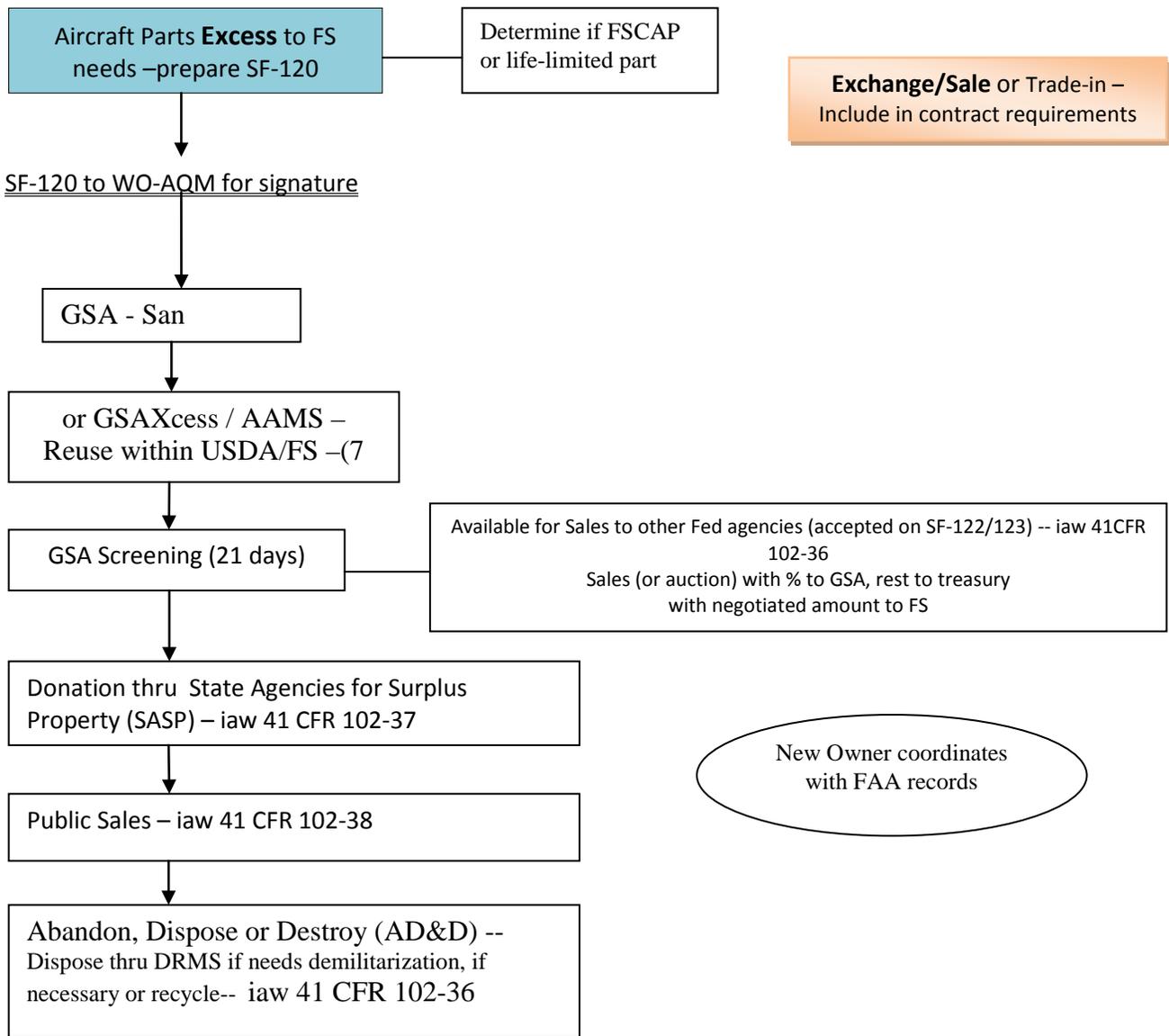
- Aircraft to be replaced – Aircraft and/or aircraft parts to be used as trade-in item(s) as part of Exchange/Sale for procurement of new replacement aircraft/parts (see FMR subchapter B, 102.39 and 102-33)

**OR**

- Excess to any current or future identified Forest Service aviation requirement

**THEN**





FSCAP or life-limited – see 41 CFR 102-33

## Appendix 2: Process Flow for Acquisition, Transfer, and Disposition of Aircraft Property

### Section D Limitations on Acceptance of Surplus Aircraft

GSA website. 41 CFR or FMR 102-37 places limitations on categories of equipment having special handling or use conditions for receiving agency (Federal surplus transferred to forest Service)

#### **§102-37.455—On what categories of surplus property has GSA imposed special handling conditions or use limitations?**

GSA has imposed special handling or processing requirements aircraft as discussed in this section. GSA may, on a case-by-case basis, prescribe additional restrictions for handling or using these items or prescribe special processing requirements on items in addition to those listed in this section.

(a) *Aircraft.* The requirements of this section apply to the transfer of any fixed- or rotary-wing aircraft. Such aircraft may be transferred to public agencies provided the aircraft or vessel is not classified for reasons of national security and any lethal characteristics are removed. The following table provides locations of other policies and procedures governing aircraft and vessels:

For...	See...
1) Policies and procedures governing the donation of aircraft parts.	Part <a href="#">102-33, subpart D</a> , of this chapter.
2) Documentation needed by GSA to process requests for aircraft or vessels.	<a href="#">102-37.225</a> .
3) Special terms, conditions, and restrictions imposed on aircraft and vessels.	<a href="#">102-37.460</a> .
4) Guidelines on preparing letters of intent for aircraft or vessels.	<a href="#">102-37.230</a> .

#### **§102-37.460—What special terms and conditions apply to the transfer of aircraft and vessels?**

The following special terms and conditions apply to the transfer of aircraft and vessels:

(a) There must be a period of restriction which will expire after the aircraft has been used for the for a period of 5 years, except that the period of restriction for an originally combat-configured aircraft is in perpetuity.

(b) The recipient of an aircraft must apply to the FAA for registration of an aircraft intended for flight use within 30 calendar days of receipt of the aircraft. The donee's application for registration or documentation must include a fully executed copy of the conditional transfer document and a copy of its letter of intent. The recipient agency must provide GSA with a copy of the FAA registration (and a copy of its FAA Standard Airworthiness Certificate if the aircraft is to be flown as a civil aircraft).

(c) The aircraft must be used solely in accordance with the executed transfer document and the plan of utilization set forth by the agency.

(d) In the event any of the terms and conditions imposed by the conditional transfer document are breached, title may revert to the Government. GSA may require the donee to return the aircraft or vessel or pay for any unauthorized disposal, transaction, or use.

(e) If, during the period of restriction, the aircraft or vessel is no longer needed by the donee, the donee must promptly notify the SASP and request disposal instructions. A SASP may not issue disposal instructions without the prior written concurrence of GSA.

(f) Military aircraft previously used for ground instruction and/or static display (Category B aircraft, as designated by DOD) or that are combat-configured (Category C aircraft) may not be donated for flight purposes.

(g) For all aircraft donated for nonflight use, the donee must, within 30 calendar days of receipt of the aircraft, turn over to the SASP the remaining aircraft historical records (except the records of the major components/life limited parts; e.g., engines, transmissions, rotor blades, etc., necessary to substantiate their reuse). The SASP in turn must transmit the records to GSA for forwarding to the FAA.

Appendix 3 FOR and USE Funds Distribution Graphic

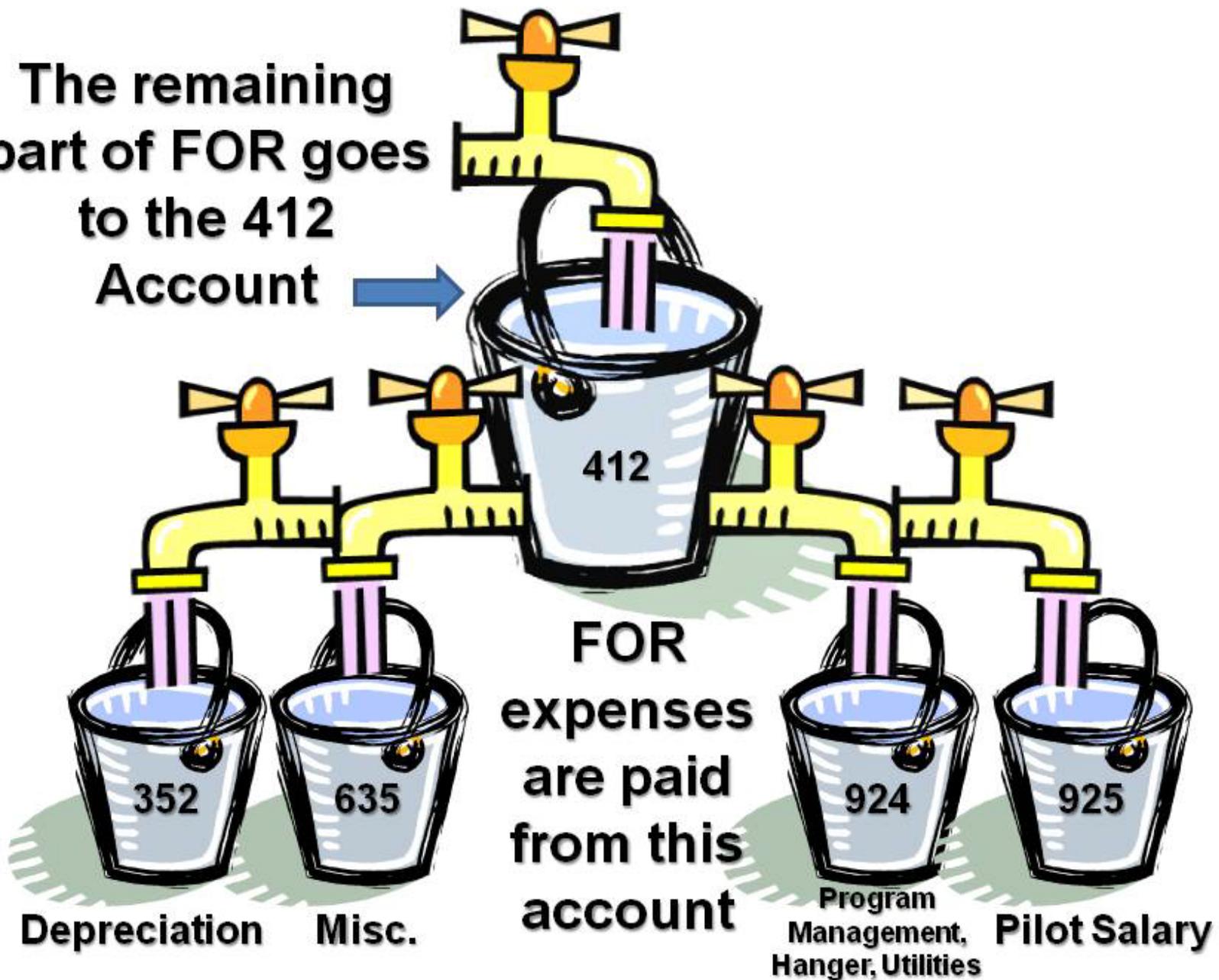
Part of  
FOR goes  
to the  
411  
Account



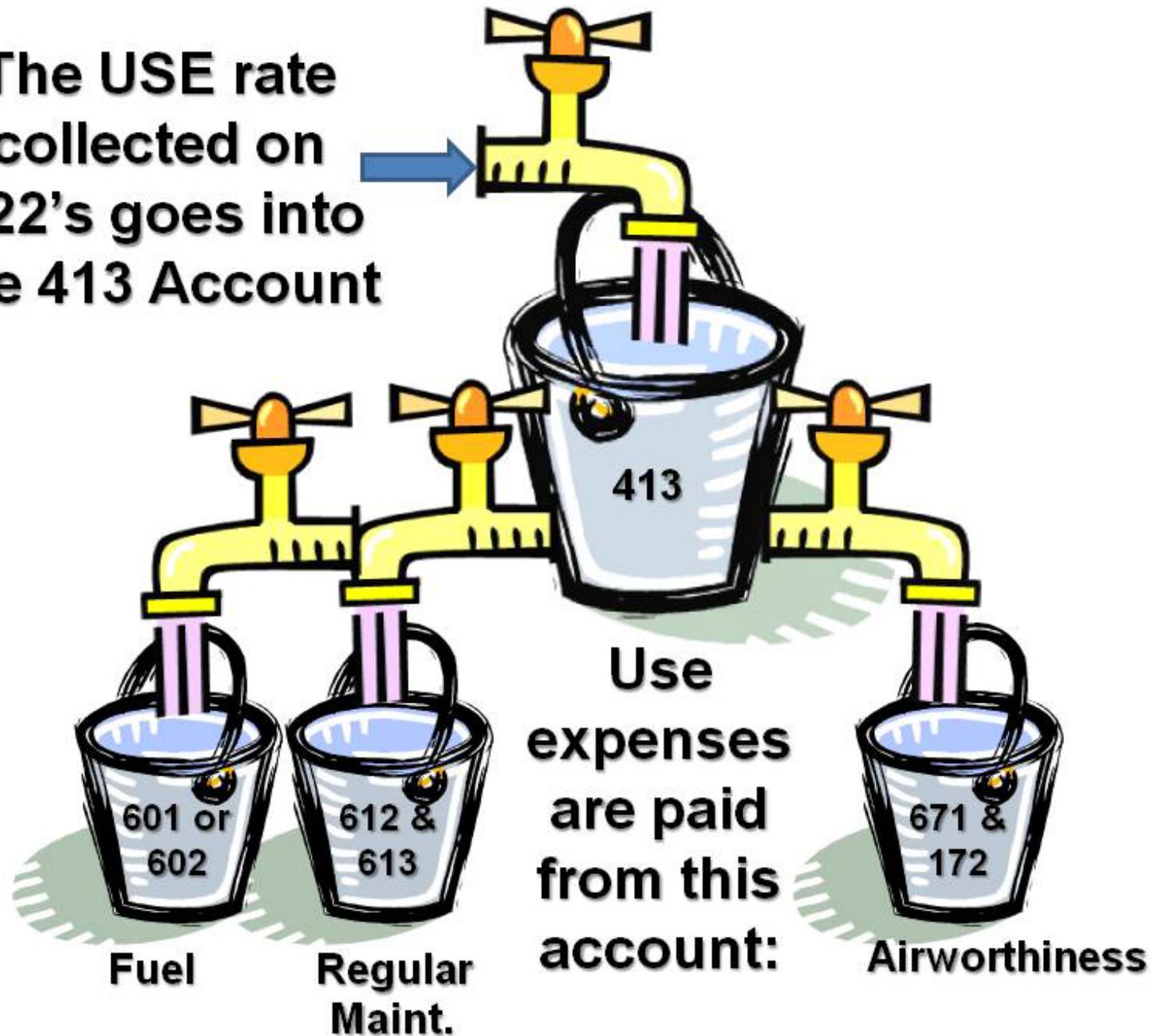
IRC is drawn  
monthly by  
the WO to  
the 352  
Account



The remaining part of FOR goes to the 412 Account



**The USE rate  
collected on  
122's goes into  
the 413 Account**



## **Things to remember**

**If money is being taken from your 411, 412, & 413 faster than it is being put in, your bucket runs dry. (You are insolvent)**

**At a minimum you should review your Cash Balance Sheets monthly, and your FS 6500-30 WCF Budget Financial Estimate (quarterly).**

**This will help you identify possible shortages early.**