

NATIONAL PARK SERVICE

Reference Manual #60: Aviation Management

Chapter 5 – Fleet Acquisition, Marking, Disposal, and Funding

(Update release September 2024)

Prepared by the Branch of Aviation

Reviewed by the Chief, Division of Fire and Aviation Management

Signature / Date

Approved by the Associate Director, Visitor and Resource Protection

Signature / Date

5 Fleet Aircraft Acquisition, Marking, Disposal and Funding

5.1 Acquisition and Disposal

The addition of an aircraft to a park to include UAS through purchase, transfer, lease, or loan must be requested through the RAM, NAO, and Chief, DFAM, or designee. The comparison of purchasing versus contracting must be evaluated according to the requirements set forth in [OMB Circular A-11, Part 7](#), and Aircraft Business Case Summary (ABCS) procedures.

1. Appendix 6, *Enhancement Application* will be used to justify the addition of an aircraft to a park or expanded aviation program.
2. The justification must include mission purpose, the amount and kind of usage, pilot arrangements, acquisition and operating costs, equipment enhancement, funding, and financial reserves for aircraft replacement purposes. Proposals must also include information on opportunities for sharing use with other NPS offices or DOI bureaus. See [OPM-8, Acquisition, Management and Disposal of Fleet Aircraft](#), for additional information.
3. Reassignment of crewed fleet aircraft is conducted between the releasing unit and the receiving unit. Coordination with the OAS technical service fleet accountant and aviation maintenance specialist is necessary.
4. Reassignment of UAS is conducted between the releasing unit and receiving unit. Coordination with the UAS division at OAS may be necessary. The Financial and Business Management System (FBMS) will be updated to accurately reflect the unit and employee responsible for the UAS equipment.
5. When transferring or selling a fleet aircraft, parks must complete [OAS 75, Aircraft Disposal Request](#), and coordinate with the OAS fleet managers to ensure all NPS markings (e.g., Arrowhead, NPS Patrol, NPS Ranger) are removed before release of the aircraft.
6. OAS is responsible for disposing of aircraft in accordance with federal property management regulations. Parks disposing of aircraft, including UAS, must coordinate with the national and/or regional aviation staff for possible reassignment to another park and transfer of the aircraft and the associated working capital accounts.

5.2 Marking

All departmental aircraft must be marked in accordance with [CFR Title 14, Chapter 1, Subchapter C, Part 45](#).

5.3 Funding

5.3.1 Establishing a Fleet Working Capital Fund (WCF) Account

Prior to the acquisition of a fleet aircraft, either crewed or uncrewed, a WCF account must be established with the OAS Fleet Accountant. A Fleet Information Document (FID) available in the [OAS forms library](#) is completed between the park or program budget officer and OAS fleet accountant transferring the NPS funds into the WCF. Once funds are deposited in the WCF the funds cannot be used for any purpose other than purchase of aircraft and its associated equipment, nor can the funds be transferred back to the park or

region who provided the funds. The funds may be transferred internally by OAS to another WCF account.

5.3.2 Request to not Fund an Aircraft Replacement Reserve Account

The decision to not fund a current fleet aircraft's replacement reserve account is a decision with long-term consequences, potentially well beyond current management's tenure. Parks that are considering not funding replacement reserve accounts must:

1. Submit a written request through the RAM and NAM stating the reason for not funding the replacement reserve account. Include a statement that the aircraft will not be replaced at the end of its useful life. Request will include:
 - a. Current aircraft usage and additional aircraft at the park, if any.
 - b. The reasoning behind the request.
 - c. The reduction in monthly rate by not funding the replacement reserve account and the projected cost savings over the remainder of the aircraft's life cycle.
 - d. The projected date the aircraft will be sold or transferred.
2. Upon receipt of the information, and concurrence by the regional director via the RAM and NAM, the package will be forwarded to the Chief, DFAM, or designee, for final approval. A memorandum issued to the Director, OAS will be provided to explain the details of the situation and be kept on file with the records associated with the particular aircraft.
3. The park or program must update their FID, annotated with the information that the replacement reserve account is not being funded, and the date the aircraft will be sold or transferred. All future FIDs, until the aircraft is sold or transferred, will contain this information.

5.3.3 Time Between Overhaul Reserve for Fleet Aircraft

Time between overhaul (TBO) reserves are funds set aside for engine and propeller overhaul.

1. These reserves are calculated for each aircraft based on the estimated future cost of overhauling the lifecycle-based components.
2. The amount of TBO reserves set aside in an aircraft's account is 75 percent of the recommended overhaul hours for the engine or propeller.

Funding overage or deficit is included in the calculation for the next engine or propeller life cycle replacement costs through the TBO reserve amount.