



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
SUPPLEMENT**

CHAPTER 30 – PROPERTY MANAGEMENT

Supplement No: NR-2017-4

Effective Date: April 1, 2017

Duration: Effective until superseded or removed

Approved:

/s/ Mike Granger

MIKE GRANGER
Chair

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New Document	NR-2017-4	5 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2016-4 (4/1/2016)	5 Pages

Digest:

- Clarified terminology for when the OF-289 should be completed.
- Updated the Northern Rockies Property Loss or Damage form (Exhibit NR9)

1 **Property Receipting Procedures**

2 For all property and supplies ordered and received from the cache, please refer to the Northern
3 Rockies Cache Management Plan (Northern Rockies Cache, Coeur d'Alene Cache, and Billings
4 Cache) at the following website:

5 www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222

6 The Northern Rockies has recommended that ALL incidents (complex Type 3 and above) use a
7 Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and
8 appropriate return of cache and non-cache items.

9 Radio Kits – All radio kit returns must include the appropriate documentation of who received
10 the radio and any necessary forms to report damage or loss (OF-289). Any general message
11 forms submitted must have the contact name and phone number listed.

12 **Identification**

13 Accountable Property - Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or
14 \$2,000 (IDL) or more, or items which the incident agency considers sensitive, such as cameras,
15 computers, chainsaws and radios, are accountable and are marked with an agency identification
16 number.

17 **Property Accountability Controls**

18 The incident agency is responsible for establishing and maintaining sound property management
19 procedures. These procedures must ensure adequate documentation to determine circumstances
20 leading to the damage or loss of accountable property and to identify responsible individual(s), if
21 applicable. When damage or loss reports are disputed by the incident agency, the documentation
22 will be used to facilitate adjudication between the incident and supporting agency. The
23 documentation may also be used to determine individual responsibility/liability as per agency
24 policy.

25 Issues, Transfers and Returns - Issues, transfers and returns of durable property will be tracked
26 using either the Report of Transfer or Disposition or Construction of Property (Form AD-107),
27 Receipt for Property (Form DI-105), or other incident-specific form showing both the
28 assignment and return of accountable property to/from an individual. Positive identification will
29 be checked prior to the issuing of accountable assets.

30 Incident Summary and Loss Use Reports - Complete the Property Loss and Damage Report.
31 Reports should be completed on all damaged and/or disposed durable property and trackable
32 NFES items. This report is not required for consumable supplies. This report should be submitted
33 to the issuing cache if the item was issued by a cache, or to the home unit property manager for
34 all other items.

35 The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation and
36 approval/disapproval process for property loss and damage for government property. See Exhibit
37 NR9.

1 The Incident Management Team is responsible for ensuring documentation is completed as per
2 host agency guidelines and forwarded to the incident agency and individual's home unit if the
3 resource has already demobed. When property theft occurs, the law enforcement agency with
4 jurisdiction shall be notified. The incident agency is to be provided with the appropriate
5 documentation:

- 6 • Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (USDA and
7 IDL)
- 8 • Report of Lost or Stolen Property, DS-92 (MT DNRC)
- 9 • Report of Survey, DI-103 (USDI)

10 Government Property - If a durable nonstandard item was damaged on the incident due to a
11 **specific event** (e.g. wind destroys a tent or tree bends a saw bar), the incident may issue an "S"
12 Resource Order number on an Incident Replacement Requisition, OF-315 (after the Property,
13 Damage or Loss Report, OF-289 has been completed) authorizing the replacement item to be
14 **obtained by the home unit** and charged back to the incident. Nonstandard items will be
15 replaced at the value of the standard cache item.

16 Replacement of durable items which become worn out on a particular incident and have a useful
17 life expectancy greater than one incident will remain the responsibility of the home unit which
18 originally purchased the item. Incident personnel are not authorized to approve replacement of
19 these items with suppression dollars, or to issue "S" numbers for the home unit to charge
20 replacement items back to the incident.

21 Units shall designate an official responsible for approving the purchase of replacement items
22 consumed, destroyed or damaged on Type 3, 4, and 5 incidents. This official will coordinate
23 with logistics and finance as necessary.

24 Damage to Vehicles - Reference IIBMH Chapter 70 – Claims, to properly document vehicle
25 damages and accidents.

Exhibit NR9

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. Crew Name or No. (O#, A#, E# or C#)	2. ID NO (Form OF-288) NOT APPLICABLE
		3. ISSUED TO <i>(List: Individual Name, Home Unit Name, Home Unit Address, Email and Telephone Numbers – Fax, Cell, Work, etc.)</i>	
4. ISSUING OFFICE OR CAMP NAME <i>(Name of Incident Agency and the Incident Number)</i>			
5. FIRE NAME	6. FIRE NO. <i>(Fire Account Code)</i>	7. TYPE EMPLOYEE <i>(Mark one with "X")</i> <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter/AD <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED <i>(Include Property/Serial No. if applicable. Include approximate year of or age of equipment.)</i>			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: <i>(Be specific – date, place, division on fire; be descriptive of damage, loss, HOW DID THE INCIDENT CAUSE THE DAMAGE, etc.)</i>			
10. SIGNATURE		11. DATE	
12. Witness report: <i>(Be specific –date, place, division on fire; be descriptive of damage, loss, HOW DID THE INCIDENT CAUSE THE DAMAGE what did you see, etc.)</i>			
13. SIGNATURE		14. DATE	
15. Fire Boss or Property Control Officer comments regarding loss or damage: <div style="text-align: center; background-color: #cccccc; padding: 5px;">Do not complete this section, see next page.</div>			
16. SIGNATURE	17. TITLE	18. DATE	

Requestor Name: _____

Resource Order#: _____

Incident Supervisor:

Comments:

Name and Position: _____

Contact Phone and Email: _____

Do Not Recommend Recommended

Signature & Date: _____

Subject Matter Expert:

Supply Ground Support Communications Computer Specialist Other: _____

Comments:

Name and Position: _____

Contact Phone and Email: _____

Do Not Recommend Recommended

Signature & Date: _____

Incident Agency Representative:

(Agency Administrator, IBA, Finance Section Chief, Admin Representative, etc.)

Decision:

Do Not Approve Approved

Approved with the following contingencies:

Comments:

Name and Title: _____

Signature & Date: _____

Contact Phone: _____

Supply Unit:

Sent to dispatch on: (date) _____

Resource Order(s) Assigned: **S**- _____