



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

CHAPTER 30 – PROPERTY MANAGEMENT

Supplement No: NR-2016-4

Effective Date: April 1, 2016

Duration: Effective until superseded or removed

Approved:

/s/ Ken Schmid

**Ken Schmid
Chair**

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

New Document	NR-2016-4	5 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2015-4 (NWCG HB2_30) (4/1/2015)	2 Pages

Digest:

- Added language to encourage the use of Cache Demobilization Specialists (CDSP) on all incidents (complex Type 3 and higher) and needed radio kit return documentation.
- Added language to better define incident property tracking requirements
- Added new Northern Rockies Property Loss or Damage form (Exhibit NR9).

Property Receipting Procedures

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

<http://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222>.

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

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

Identification

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

Property Accountability Controls

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

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

Incident Summary and Loss Use Reports - Complete the Property Loss and Damage Report. Reports should be completed on all damaged and/or disposed durable/trackable NFES items. This report should be submitted to the issuing cache if the item was issued by a cache, or to the home unit property manager for all other items.

The Northern Rockies will be utilizing an attachment to the OF-289 that facilitates the documentation and approval/disapproval process for property loss and damage for non-standard cache items. See Exhibit NR9 for a copy of the OF-289 and Northern Rockies attachment.

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
- 7 • Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112, (USDA
8 and IDL)
- 9 • Report of Lost or Stolen Property, DS-92 (MT DNRC)
- 10 • Report of Survey, DI-103 (USDI)
- 11

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

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

24
25 Units shall designate an official responsible for approving the purchase of replacement items
26 consumed, destroyed or damaged on Type 3, 4, and 5 incidents. This official will coordinate
27 with logistics and finance as necessary.

28
29 Damage to Vehicles - Reference the IIBMH Chapter 70 – Claims, to properly document vehicle
30 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>(Individual Name [point of contact], 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 Accounting 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. If request is for such items as parts of an equipment or vehicle, include approx year or of 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 it occur, etc.)</i>			
10. SIGNATURE			11. DATE
12. Witness report: <i>(Be specific –date, place, division on fire; be descriptive of damage, loss, how did it occur, 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;">Please see next page. Do not fill this area out.</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:

Ground Support Communications Computer Specialist Other: _____

Comments: _____

Name and Position: _____

Contact Phone and Email: _____

Do Not Recommend Recommended Signature & Date: _____

Finance Section Chief:

Comments: _____

Name and Position: _____

Contact Phone and Email: _____

Do Not Recommend Recommended Signature & Date: _____

Incident Agency Representative: (IBA/Fire Admin Representative, etc.)
Note: This final approval may be delegated to the IMT IC or FSC.

Decision:

Do Not Approve Approved

Approved with the following contingencies:

Comments: _____

Name and Title: _____ Signature & Date: _____

Contact Phone: _____ Email: _____

Supply Unit:
 Sent to dispatch on: (date) _____ Resource Order Assigned: **S**- _____