



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT  
SUPPLEMENT**

**CHAPTER 30 – PROPERTY MANAGEMENT**

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**Approved:**

*/s/ Rich Cowger*

**RICH COWGER**

**Chair**

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| <b>New Document</b>   | NR-2023-4             | 4 Pages |
| <b>Superseded Document(s)<br/>by Issuance Number and<br/>Effective Date</b> | NR-2022-4 (4/15/2022) | 6 Pages |

**Digest:**

## Property Receipting Procedures

For all property and supplies ordered and received from the cache, please refer to the [Northern Rockies Interagency Support Cache website](#).

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's name, email and phone number listed.

## Identification

Accountable Property - Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or \$2,000 (IDL) 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. Purchase of an individual item that exceeds \$5,000 must be approved by the agency administrator prior to purchase.

## Property Accountability Control

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 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.

Property Loss or Damage Reports - Complete the [Northern Rockies OF-289 Property Loss or Damage Report](#). Reports should be completed for all damaged and/or disposed durable property and trackable NFES items. This report is not required for consumable supplies. When finalized with Incident Business Advisor (INBA) approval, 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 utilizes an attachment to the OF-289 that facilitates the documentation and approval/disapproval process for property loss and damage for government property.

The Incident Management Team is responsible for ensuring documentation is completed as per host agency guidelines and forwarded to the incident agency and individual's home unit if the

resource has already demobed. When property theft occurs, the law enforcement agency with jurisdiction shall be notified. The incident agency is to be provided with the appropriate documentation:

- Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (US Department of Agriculture and Idaho Department of Lands)
- Report of Lost or Stolen Property, DS-92 (MT Department of Natural Resources)
- Report of Survey, DI-103 (US Department of the Interior)

### **Incident Replacement of Government Property Process**

*The following process covers agency resources (federal, state and cooperator). These processes WILL NOT be used for contractor or employee personal property.*

Loss, Damage or Destruction: If a durable item was damaged on the incident due to a **specific event** (e.g. wind destroys a government-owned tent or tree bends a saw bar), the incident may issue an “S” Resource Order number on an Incident Replacement Requisition, [OF-315](#) for standard cache items, or on the fully signed and approved OF-289 Property Loss or Damage Report for non-standard items. This authorizes the replacement item to be obtained by the home unit (or the incident supporting cache) and charged back to the incident.

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

Who is responsible: Units shall designate an official responsible for approving the purchase of replacement items consumed, destroyed or damaged on incidents. This official will coordinate with logistics and finance as necessary.

- Type 1 and 2: The incident Supply Unit Leader (SPUL) is responsible for handling incident replacement requests for consumable items and standard cache items, when an IMT is assigned.
- Type 3, 4 and 5: The incident unit Line Officer or their designee will be responsible for approving incident replacement requests.
- Requests for replacement of non-standard cache items of government property must be forwarded to the unit Incident Business Specialist or Incident Business Advisor for approval, unless a formal delegation to an IMT member has been provided.

#### Source Documents:

- A General Message form [ICS-213](#).
- OF-315 Incident Replacement Requisition (for consumable and standard cache items), and/or an OF-289 Property Loss and Damage Report (for all other agency property types) are the only acceptable source documents.
  - Once approved, a Supply Resource Order will be issued.

Standard cache items may be replaced through the Supply Unit while requesting personnel are still assigned and the request has been approved. If the items are unavailable in the Supply Unit or cannot

be delivered to the incident by the supporting fire cache prior to the requestor's demobilization, a completed and approved OF-315 Incident Replacement Requisition may be provided to the requestor, along with Supply Resource Order numbers. Requestors may order the items through their local caches upon return.

Non-standard cache items may be replaced with like cache items at the incident. (Replacement for normal wear and tear is not authorized using suppression funding or supply unit replacement). If like items are not available, a completed OF-289 Incident Replacement Requisition, with all appropriate signatures, and Supply Resource Order numbers will be provided to the resources. They may purchase the items upon return home. Non-standard cache items may only be supported with suppression funding up to the value of a similar cache item. The value should be indicated on the OF-289. Any expense above that amount must be supported with home-unit funding.

Specialized equipment (non-cache and non-consumable) brought from the home unit must be requested by the incident through a resource order, and must be appropriate for the incident responder's position (i.e. UTVs). Use of the property must be approved by the IMT, Agency Administrator or Agency Administrative Representative. For repair or replacement with suppression funds, the item must have been clearly damaged or destroyed on the incident. Replacement due to normal wear and tear is not supported with suppression funding.

Damage to Vehicles - Reference SIIBM Chapter 70 – Claims, Exhibit 42 (MVA Report Form, SF-91) and Exhibit 43 (Statement of Witness, SF-94) to properly document vehicle damages and accidents. Follow agency policy.

For normal wear and tear items for government vehicles, home unit accounting codes, not suppression funding, will be used. Government vehicles (federal) are considered accountable property.

**For clarification:**

- ***This process does NOT apply to replacement of a responder's personal property. Responders must follow their home agency's employee claims process. The incident will not replace or repair personal property through the incident replacement process. Personal property claims are filed through the responder's home unit.***
- ***This process does not apply to contractor-owned property. Contractors must submit a contract claim through the Procurement Unit Leader to be adjudicated by an appropriately warranted contracting officer. The incident will not replace or repair contractor-owned property through the incident replacement process. Do not issue an OF-289 Property Loss and Damage report to a contractor.***