

## **CHAPTER 330: PROPERTY MANAGEMENT**

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## 331 PROPERTY ACCOUNTABILITY PROCEDURES

### A. Policy

Responsible line and service personnel in fire and Land Office organizations will be held accountable and must hold their subordinates accountable for property assigned to them.

See the DNRC Wildland Fire Suppression - 900 Manual, Equipment and Supplies, Section 960 for policy on Cache and other supply returns. This manual can be found at the following website: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>.

Refer to DNRC Fire Forms - Lost, Stolen, Damaged or Destroyed Property Report. This form can be found at: <https://portal.dnrc.mt.gov/directors-office/financial-services-office/assets-inventory/asset-forms>

### B. Organization and Responsibility

**Area Managers or their designated Line Officers or Agency Representatives have overall responsibility for property accountability and security associated with fire suppression activity on their respective areas.**

The Incident Commander has overall responsibility for accountability and security on the fire. This includes verification of resources received and dispatched from the fire camp as well as in and about the fire area.

If an Incident Management Team is in place, the Logistics Section Chief will coordinate and review the camp and security plan preparation and staffing needs with the Planning Section Chief, who will include the security plan as part of the official fire records.

The Fire Protection Bureau Chief has the responsibility to ensure that the accountability and security system is implemented and adhered to. The Deputy Chief of Operations (Fire Protection Bureau, Forestry Division) will monitor statewide accountability and security associated with fire suppression activity; and will work with Area Managers, Line Officers, and Incident Commanders to identify areas of significant losses.

### C. Property Accountability Controls

Property Management direction is located in the DNRC 900 Manual, Chapter 960; the NWCG SIIBM Chapter 30 and NRCG Chapter 30 supplement and can be accessed on the NRCG Business Committee website at: [http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm).

NWCG SIIBM Chapter 30 states “The incident agency should limit replacement to those *expendable* items that are used up on the incident ...” For all NRCG agencies: *expendable* items meet the *consumable goods* definition.

The incident agency **may authorize**, through written documentation **to the home unit**, replacement of non-expendable or non-standard cache government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. **“S” resource order numbers are required for approved repair or replacement of items on all federal incidents.** The incident agency may require that damaged property be turned in before replacement is authorized.

- IMTs cannot authorize replacement of non-expendable or non-standard cache items unless authorized to do so by the host agency.
- If a non-standard cache item was damaged on the incident due to a **specific event**, e.g. wind destroys a tent or tree bends a saw bar, **the incident may issue an “S” Resource Order number** on an Incident Replacement Requisition, OF-315 authorizing the replacement item to be obtained by the home unit and charged back to the incident.
- **Items purchased with appropriated money by the home unit and worn out through normal use, in project or fire suppression activities, must be replaced by the home unit with home unit funds, and not incident funds.**
- **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.
- On type 3, 4, and 5 incidents, the units shall designate an official responsible for approving the purchase of replacement items consumed, destroyed or damaged.

#### **D. Camp and Fire Security**

When a Security Manager is requested, "Law Enforcement Officer – Level II" may be assigned. The principal role and responsibility of the Security Manager is outlined in NWCG 310-1. Other situations may require a Security Manager at the discretion of the Line Officer in charge.

When a Land Office is unable to provide qualified personnel (Level II through Level IV training), requests for assistance will be placed through existing dispatch channels.

### **332 PROPERTY IDENTIFICATION AND MARKING**

All DNRC accountable property will be marked or identified as described in Montana Operations Manual (MOM), Category: Accounting, Title: 335 Capital Assets. This

document may be found at the following website:

<https://montana.policytech.com/default.aspx?public=true&siteid=1>.

Additional instructions for marking DNRC property are contained in these sections of the DNRC Wildland Fire Suppression – 900 Manual, Chapter 960, Section 964 – Property Management.

This manual can be found at the following website: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>