

DNRC FORESTRY DIVISION OFFICE

ITEMS REQUIRED, PERMITTED, OR NOT RECOMMENDED FOR EMPLOYEE POSSESSION IN EMERGENCY RESPONSE INCIDENTS

NOTE: This list is to be used as a guideline for Claims Specialists and Designated Approving Officials when determining employee claims. Items not listed, maximum allowable amount, and allowable quantities of items may be adjusted, as appropriate, at the discretion of the Designated Approving Officials, to take into consideration geographical needs, current rates, and unique situations.

Employees are required to substantiate amounts claimed with written evidence of original purchase or replacement value, such as copies of receipts, estimates of repair, pages from catalogues, sales circulars, or statements from salespeople for stores selling the same or comparable items. Items may be depreciated according to Agency regulations.

PERSONAL ITEMS	POSSESSION	MAXIMUM ALLOWABLE AMOUNT	ALLOWABLE QUANTITY
Work Boots	Required	\$500 pair	1 pair
Eye Protection/UV	Required	\$150 pair	1 pair
Boxers/Briefs/Panties	Permitted	\$8 pair	14 pair
Undershirts	Permitted	\$8 each	14
Bras	Permitted	\$20 each	14
Cotton Socks	Permitted	\$8 pair	14 pair
Wool Socks	Permitted	\$10 pair	14 pair
Toiletries, including non-prescription medication	Permitted	\$75 total	N/A
Towel/Washcloth	Permitted	\$20 set	2 sets
Prescription Medication	Permitted	Documented Replacement Value	21 days
Hearing Aids	Permitted	Depreciated Documented Replacement Value	1 pair
Prescription Eyeglasses	Permitted	Depreciated Documented Replacement Value	2 pair
Contact Lenses	Permitted	Depreciated Documented Replacement Value	2 pair
Non-Prescription Glasses	Permitted	\$15 pair	1 pair
Rain Gear (jacket/pants)	Permitted	\$135 set	1 set
Non-Government Shirts	Permitted	\$25 each	8
Non-Government Pants	Permitted	\$40 each \$140 each (fire retardant type)	4 2
Non-Government Work Gloves	Permitted	\$25 pair	1 pair
Coat	Permitted	\$250 each	1
Hats/Caps	Permitted	\$15 each	1
Warm Vest	Permitted	\$50 each	1
Long Underwear	Permitted	\$70 set	2 sets
Sweater	Permitted	\$50 each	1
Non-Work Gloves	Permitted	\$45 pair	1 pair
Glove Liners	Permitted	\$10 pair	1 pair
Watch	Permitted	\$100 each	1
Casual Shoes	Permitted	\$100 pair	1 pair

PERSONAL ITEMS	POSSESSION	MAXIMUM ALLOWABLE AMOUNT	ALLOWABLE QUANTITY
Non-Work Boots	Permitted	\$150 pair	1 pair
Bandana	Permitted	\$5 each	4
Sewing Kit	Permitted	\$5 each	1
Pocket Knife	Permitted	\$100 each	1
Multi-Tool (i.e.: Leatherman)	Permitted	\$100 each	1
Lunchbox	Permitted	\$15 each	1
Sleepwear	Permitted	\$25 set	1 set
Sweatshirt	Permitted	\$20 each	1
Sweatpants	Permitted	\$20 each	1
Alarm Clock	Permitted	\$10 each	1
Flashlight	Permitted	\$30 each	1
Ground Cloth/Space Blanket	Permitted	\$30 each	1
Personal Tent (2-person)	Permitted	\$180 each	1
Personal Sleeping Bag	Permitted	\$200 each	1
Sleeping Pad	Permitted	\$60 each	1
Blow Dryer	Permitted	\$25 each	1
Curling Iron	Permitted	\$10 each	1
Electric Razor	Permitted	\$75 each	1
Personal Cash	Permitted	\$75	N/A
Day Pack	Permitted	\$75 each	1
Personal Duffle Bag (if red pack is not provided)	Permitted	\$75 each	1
Wallet	Permitted	\$35 each	1
Reading Material (include religious materials)	Permitted	\$25 total	N/A
Cellular or Satellite Communications	Permitted	\$500 total	1
Laptop or Smart Pad (work related)	Permitted	\$500 total	1
Personal Entertainment / Relaxation / Sentimental Items	<u>NOT RECOMMENDED</u>		
<p>Items such as:</p> <p>Any type of music or video player including ear buds.</p> <ul style="list-style-type: none"> • Any type of game, toy, or handheld electronic entertainment device. • Cameras or video equipment • Jewelry 	<p>Loss, theft, or destruction of these items is not eligible for reimbursement, unless the item is specifically ordered and documented as such on the resource order. Under those circumstances, reimbursement should be made based on either actual receipt or documented replacement value. A depreciated value may be used when necessary.</p>		