



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

CHAPTER 30 – PROPERTY MANAGEMENT

Supplement No: NR-2022-4

Effective Date: April 15, 2022

Duration: Effective until superseded or removed

Approved:

/s/ Josh Harvey

JOSH HARVEY

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-2022-4	6 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2021-4 (4/01/2021)	5 Pages

Digest: Provided clarification for Incident Replacement beginning on page NR30-3.

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's 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. Purchase of an individual item that exceeds \$5,000 should be approved by the agency
17 administrator prior to purchase.

18 **Property Accountability Controls**

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

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

31 Incident Summary and Loss Use Reports - Complete the OF-289 Property Loss or Damage
32 Report. Reports should be completed on all damaged and/or disposed durable property and
33 trackable NFES items. This report is not required for consumable supplies. This report should be
34 submitted to the issuing cache if the item was issued by a cache, or to the home unit property
35 manager for all other items.

36 The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation and
37 approval/disapproval process for property loss and damage for government property. It is
38 available as Exhibit NR9 or at this link:

1 https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_PropertyLossDamageForm2017_fillable.pdf.

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

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

13 **Incident Replacement of Government Property Process:**

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

16 Loss, Damage or Destruction: If a durable item was damaged on the incident due to a **specific**
17 **event** (e.g. wind destroys a government-owned tent or tree bends a saw bar), the incident may
18 issue an "S" Resource Order number on an Incident Replacement Requisition, OF-315 for
19 standard cache items, or on the fully signed and approved OF-289 Property Loss or Damage
20 Report for non-standard items, authorizing the replacement item to be **obtained by the home**
21 **unit** and charged back to the incident. Non-standard items will be replaced only up to the value
22 of a comparable standard cache item.

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

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

- 31 • Type 1 and 2: The incident Supply Unit Leader (SPUL) is responsible for handling
32 incident replacement requests for consumable items and standard cache items, when
33 an IMT is assigned.
- 34 • Type 3, 4 and 5: The incident unit Line Officer or their designee will be responsible
35 for approving incident replacement requests.

36 Source Documents:

- 37 • A General Message form (ICS-213), OF-315 Incident Replacement Requisition (for
38 consumable and standard cache items), and/or an OF-289 Property Loss and Damage

1 Report (for all other agency property types) are the only acceptable source
2 documents. Once approved, a Supply Resource Order will be issued.
3 • Requests for replacement of non-standard cache items of government property must
4 be forwarded to the unit Incident Business Specialist or Incident Business Advisor for
5 approval, unless a formal delegation to an IMT member has been provided.

6 Standard cache items may be replaced through the Supply Unit while requesting personnel are
7 still assigned and the request has been approved. If the items are unavailable in the Supply Unit
8 or cannot be delivered to the incident by the supporting fire cache prior to the requestor's
9 demobilization, a completed and approved OF-315 Incident Replacement Requisition may be
10 provided to the requestor, along with Supply Resource Order numbers. Requestors may order
11 the items through their local caches upon return.

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

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

26 Damage to Vehicles - Reference SIIBM Chapter 70 – Claims, Exhibit 44 (MVA Report Form
27 SF-91) to properly document vehicle damages and accidents.

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

31 **For clarification:**

- 32 • ***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.***
- 33
- 34
- 35
- 36
- 37 • ***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.***
- 38
- 39
- 40

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 (Mark one with "X") <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: _____ -

Email: _____

Contact Phone and

Do Not Recommend Recommended Signature &
Date: _____

Subject Matter Expert:

Supply Ground Support Communications Computer Specialist Other: _____

Comments:

Name and Position: _____ -

Email: _____

Contact Phone and

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**- _____