

**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

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Chair

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Digest:

1 **Property Receipting Procedures**

2
3 For all property and supplies ordered and received from the cache, please refer to the Northern
4 Rockies Interagency Support Cache website at [https://www.fs.usda.gov/detail/r1/fire-](https://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222)
5 [aviation/?cid=stelprdb5362222](https://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222)

6
7 The Northern Rockies Mobilization Guide recommends that all incidents (complex Type 3 and
8 above) use a Cache Demobilization Specialist (CDSP). This will assist in the ensuring
9 accountability and appropriate return of cache and non-cache items. The Mobilization Guide is
10 located at

11 https://gacc.nifc.gov/nrcc/nrcg/agreements_operating_plans/agreements_operatingplans.htm

12
13 Radio Kits – All radio kit returns must include the appropriate documentation of who received
14 the radio and any necessary forms to report damage or loss (OF-289). General message forms
15 submitted must have the contact’s name, email and phone number listed.

17 **Identification**

18
19 Accountable Property – Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or
20 \$2,000 (IDL) or more, or items which the incident agency considers sensitive, such as cameras,
21 computers, chainsaws, and radios, are accountable and are marked with an agency identification
22 number. Purchase of an individual item that exceeds \$5,000 must be approved by the agency
23 administrator prior to purchase.

25 **Property Accountability Control**

26
27 The incident agency is responsible for establishing and maintaining sound management
28 procedures. These procedures must ensure that adequate documentation to determine
29 circumstances leading to the damage or loss of accountable property and to identify responsible
30 individual(s), if applicable. When damage or loss reports are disputed by the incident agency, the
31 documentation will be used to facilitate adjudication between the incident and supporting
32 agency. The documentation may also be used to determine individual responsibility/liability per
33 agency policy.

34
35 The Incident Management Team is responsible for ensuring documentation is completed as per
36 host agency guidelines and forwarded to the incident agency and individual’s home unit if the
37 resource has already been demobilized.

38
39 Issues, Transfers and Returns – Issues, transfers, and returns of durable property will be tracked
40 using either the Report of Transfer or Disposition or Construction of Property (Form AD-107),
41 Receipt of property (Form DI-105), or other incident-specific form showing both the assignment
42 and return of accountable property to/from an individual. Positive identification will be checked
43 prior to the issuing of accountable assets.

1 Theft of Government Property

2
3 When government property theft occurs, the law enforcement agency with jurisdiction shall be
4 notified. The incident agency is to be provided with the appropriate documentation.

- 5 • Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (US
6 Department of Agriculture and Idaho Department of Lands)
- 7 • Report of Lost or Stolen Property for the MT Department of Natural Resources can be
8 facilitated by using the OF-289. Report of Survey, DI-103 (US Department of Interior)

9 10 Incident Replacement of Government Property Process

11
12 *The following process covers agency resources (federal, state, and cooperator). These*
13 *processes WILL NOT be used for contractor or employee personal property.*

14
15 Loss, Damage or Destruction: If a durable item was damaged on the incident due to a **specific**
16 **event** (e.g., wind destroys a government owned tent or tree bends a saw bar), the incident may
17 issue an “S” Resource Order number on an Incident Replacement Requisition, OF-315 for
18 standard cache items, or on the fully signed and approved OF-289 Property Loss or Damage
19 Report for non-standard items. This authorizes the replacement item to be obtained by the home
20 unit (or the incident supporting cache) and charged back to the incident.

21
22 The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation
23 and approval/disapproval process for property loss and damage for government property.

24 https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

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

31
32 Who is responsible: Units shall designate an official responsible for approving the purchase of
33 replacement items consumed, destroyed, or damaged on incidents. This official will coordinate
34 with logistics and finance as necessary.

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

1 Source Documents:

- 2 • A General Message form ICS-213.
- 3 • OF-315 Incident Replacement Requisition (for consumable and standard cache items),
- 4 and/or an OF-289 Property Loss and Damage Report (for all other agency property types)
- 5 are the only acceptable source documents.
- 6 ○ Once approved, a Supply Resource Order will be issued.
- 7

8 Standard cache items may be replaced through the Supply Unit while requesting personnel are

9 still assigned and the request has been approved. If the items are unavailable in the supply unit or

10 cannot be delivered to the incident by the supporting fire cache prior to the requestor's

11 demobilization, a completed and approved OF-315 Incident Replacement Requisition may be

12 provided to the requestor, along with Supply Resource Order numbers. Requestors may order the

13 items through their local cache upon return.

14

15 Non-standard cache items may be replaced with like cache items at the incident. (Replacement

16 for normal wear and tear is not authorized using suppression funding or supply unit

17 replacement). If like items are not available, a completed OF-289 Incident Replacement

18 Requisition, with all appropriate signatures, and Supply Resource Order numbers will be

19 provided to the requestor. They may purchase the items upon return home. Non-standard cache

20 items may only be supported with suppression funding up to the value of a similar cache item.

21 The value should be indicated on the OF-289. Any expense above that amount must be supported

22 with home-unit funding.

23

24 Specialized equipment (non-cache and non-consumable) brought from the home unit must be

25 requested by the incident through a resource order and must be appropriate for the incident

26 responder's position (i.e., UTVs). Use of the property must be approved by the IMT, Agency

27 Administrator or Agency Administrative Representative. For repair or replacement with

28 suppression funds, the item must have been clearly damaged or destroyed on the incident.

29 Replacement due to normal wear and tear is not supported with suppression funding.

30

31 Damage to Vehicles – Reference SIIBM Chapter 70 – Claims, Exhibit 42 (MVA Report Form,

32 SF-91) and Exhibit 43 (Statement of Witness, SF-94) to properly document vehicle damages and

33 accidents. Follow agency policy.

34

35 For normal wear and tear items for government vehicles, home unit accounting codes, not

36 suppression funding, will be used. Government vehicles (federal) are considered accountable

37 property.