



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.

CHAPTER 30 – PROPERTY MANAGEMENT

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Posting Instructions: Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

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| New Document(s): | GBCG-30-2012 | 3 Pages |
| Superseded Document(s) by Issuance Number | RM/GBCG-2010-2 | 2 Pages |

Digest:

Replaces references to Chapter 60 with Chapter 70

Adds clarifying language to address property tracking

Adds reference to ICS-212-Incident Demobilization Vehicle Safety Inspection Form

PROPERTY MANAGEMENT PROGRAM PROCEDURES

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 claims 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 as per agency policy.

PROPERTY ACCOUNTABILITY CONTROLS

Accountable Property Tracking. All accountable property assigned to Incident Management Teams (IMTs), transportation units, dispatch centers, and so forth, will be tracked using property transfer documents (AD-107 or DI-105 and receipt) and should be provided to the property officer with an additional copy included in the vendor files. Refer purchases of accountable property to the local unit procurement staff for acquisition. Discussions with the unit staff should include agency requirements for tracking and a determination of which items will need a property form. Maintain a property list for tracking all equipment and accountable property. Agency and rental vehicles are considered accountable property and should be included on property tracking list.

Issues, Transfers and Returns. Issues, transfers and returns of accountable 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.

Damage to Vehicles. Reference the IIBMH Chapter 70 – Claims, to properly document vehicle damages and accidents.

Damage/Loss Documentation. The individual assigned accountable property is responsible to document loss or damage on the Property Loss or Damage Report, OF-289 or the appropriate incident or home unit form(s). The Incident Commander or Logistics Section Chief shall review, sign, and take any follow-up action. Copies will be provided to the Finance Section for follow-up action and as documentation for potential claims. The Finance Section is responsible for ensuring documentation is completed as per host agency guidelines and forwarded to the incident agency and individual's home unit.

CLEARANCE AND DEMOBILIZATION PROCEDURES

The Incident Management Team or other incident unit will ensure all accountable property

(rental vehicles and agency owned vehicles (AOV)) are inspected upon return or release and the ICS-212, Incident Demobilization Vehicle Safety Inspection Form is completed to document damage prior to individuals' release and return of the vehicle to the rental company or home unit.