



**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

Supplement No.: GBCG-30-2015

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Duration: Effective until superseded or removed

**Approved: /s/ MIKE MORCOM
Chair, Great Basin Coordinating Group**

Digest:

- Re-issues the 2013 Supplement information with the following addition:
- Defines accountable, durable and consumable property.
- Added information on contracted equipment.
- Included language on Incident Summary and Loss Use Reports

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DEFINITIONS

Accountable Property - Items with a purchase price of \$5,000 (USDA, USDI) or more, or items that the incident agency considers sensitive, such as cameras, computers, chainsaws, and radios, are accountable and are marked with an agency identification number.

Durable Property - Durable properties are those non-accountable items that have a useful life expectancy greater than one incident (e.g., sleeping bags, water handling accessories, tents, headlamps, tools). This property may be marked with paint or etching to show "US GOVT", or an agency specific marking.

Consumable Goods - Consumable goods are items normally expected to be consumed on the incident (e.g., batteries, Meals Ready to Eat, plastic canteens, petroleum products). This property is not marked.

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

Sensitive and Accountable Property Tracking: All sensitive and 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) or applicable T-card system and will be provided to the property officer with an additional copy included in the vendor files within Finance documentation. Refer purchases of sensitive and 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 durable 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. Positive identification will be checked prior to the issuing of accountable assets.

Incident Summary and Loss Use Reports: Complete the Property Loss and Damage Report see page 30-6. Reports should be completed on all damaged and/or disposed durable/trackable NFES items. This report should be submitted to the issuing cache. For questions please contact the Great Basin Cache at (208) 387-5124.

CONTRACTED EQUIPMENT - D1 SCOPE OF AGREEMENT

D.7.1.2 Contractor will be charged for Consumable Goods supplied by the Government and used by the resource while Under Hire. The cost of all Consumable Goods, with the exception of those specifically listed below, shall be deducted from payment to the Contractor. **At the Government's discretion, the Government may provide the following incidental consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, replacement radio batteries and replacement headlamp batteries, as required while under hire.**

D.7.1.3 Government Furnished Hose and Complements

The Contractor is required to arrive at an incident equipped with hose as required in Exhibit M. The Government may require that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized without picking up that hose and/or complement.

In these cases the following procedure shall be followed:

- a. When the Government requires the Contractor to leave Contractor-owned hose and/or complements on an incident, the Government will provide the Contractor with Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractor's property to the Government.
- b. In the case of reassignments, the Contractor shall present the form to the supply unit at the incident who will loan the Contractor Government-furnished hose and/or complement. This will be done to ensure that the Contractor maintains viability (the ability to continue operations) at the reassigned incident. At the time of demobilization to the Designated Dispatch Point, all accountable/durable property shall be returned to the government.
- c. If the resource is being demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 form and a receipt for their Contractor-owned hose and complements left during performance of the work to the Incident Procurement Unit Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.

CACHE DEMOB SPECIALISTS (CDSP)

The Great Basin Cache has recommended that ALL incidents (complex Type 3 and above) use a CDSP. This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to http://www.blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html

Radio Kits – All radio kit returns must include the appropriate documentation of who received the radio and any necessary forms to report damage or loss. Any general message forms submitted must have the contact name and phone number listed.

DAMAGE/LOSS DOCUMENTATION

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

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.

The Great Basin will be utilizing an attachment to the OF-289 that facilitates the documentation and approval/disapproval process for property loss and damage. See Exhibit 1 for a copy of the OF-289 and Great Basin attachment. The form can also be found at: <http://gacc.nifc.gov/egbc/business.php>

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.

EXHIBIT 1 – Property Loss and Damage Report

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO. [O#, A#, E# or C#]	2. ID NO. (FORM of-288, Emerg. Firefighter Time Report) Not Applicable
		3. ISSUED TO (Name and Address) (Individual Name [point of contact], Home Unit & Address, email and telephone numbers – fax, cell, work, etc.)	
4. ISSUING OFFICE OR CAMP			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE (Mark one with "X") <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property No. if applicable) If request is for such items as parts of an equipment or vehicle, include approximate year of age of equipment.)		QUANTITY	
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: (Be specific – date, place, division on fire; be descriptive of damage, loss, how did it occur, etc.)			
10. SIGNATURE		11. DATE	

12. Witness report: **(Be specific –date, place, division on fire. Be descriptive of damage, loss, how did it occur, what did you see, etc.)**

13. SIGNATURE _____ 14. DATE _____

15. Fire Boss or Property Control Officer comments regarding loss or damage:
See GREAT BASIN ATTACHMENT TO OF-289. Do not fill out this block.

16. SIGNATURE _____ 17. TITLE _____ 18. DATE _____

NSN 7540-01-124-7634
OPTIONAL FORM 289 (9-81)

USDA/USDI

50289-101

GREAT BASIN ATTACHMENT TO OF-289		
Claim # _____ RO#: _____	Claimant Name: _____	Claimant _____
Incident Supervisor Name and Incident Position: _____		
Comments: 		
Date: _____	Signature & _____	
<input type="checkbox"/> Do Not Recommend	<input type="checkbox"/> Recommend	Email & Phone _____
#: _____		
Subject Matter Expert Name: _____		

<p><input type="checkbox"/> Ground Support <input type="checkbox"/> Communications <input type="checkbox"/> Computer Specialist</p> <p><input type="checkbox"/> Other: _____</p> <p>Comments:</p> <p style="text-align: right;">Signature &</p> <p>Date: _____</p> <p><input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Recommend Email & Phone</p> <p>#: _____</p>
<p>Finance Section Chief Name: _____</p> <p>Comments:</p> <p style="text-align: right;">Signature &</p> <p>Date: _____</p> <p><input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Recommend Email & Phone</p> <p>#: _____</p>
<p>Incident Agency Representative Name and Position:</p> <p>_____</p> <p>(IBA/Fire Admin Representative, etc. <i>Note: This final approval may be delegated to the IMT IC or FSC</i>)</p> <p>Decision:</p> <p><input type="checkbox"/> Not Approved <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with the following contingencies:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Comments:</p>

Name and Title: _____ Signature &
Date: _____
Contact Phone: _____ Email: _____

Supply Unit:
Sent to Dispatch (Date): _____ Resource Order Assigned: **S-**

GREAT BASIN ATTACHMENT TO OF-289 (12/13)