



## GREAT BASIN INCIDENT REPLACEMENT GUIDELINES

Author: Great Basin Finance Section Chiefs

In accordance with the NWCG Standards for Interagency Incident Business Management (Chapter 30), personnel may request replacement of standard equipment and supplies (**NFES**) that were damaged, lost, consumed, or worn out during the incident. Personnel need to document the request on the most applicable form – Incident Replacement Requisition (OF-315), Saw Parts Order, or General Message (OF-213). This request should include a description of the use on the incident and/or why the item(s) need to be replaced. Requests need to be signed by the Incident Supervisor (DIVS, TFLD, etc.) prior to taking to Supply. Worn out or damaged property **will be turned into the Supply Unit**.

Approval for replacement of non-standard items (**Non NFES**) may need to be approved by the Incident Business Advisor (IBA). You should initiate this process at least two days prior to demob.

Personnel who need to replace/repair damaged property will document the request on an OF-289, Property Loss or Damage Report. This form requires Incident Supervisor recommendation as well as Subject Matter Expert determination, if appropriate. Once that information has been obtained, the form is then given to the Comp/Claims Unit Leader, who will track the claim and facilitate approval via the Finance Section Chief. (If there is not a COMP assigned to the incident, give the form directly to the FSC.) Additional documentation may be required by the FSC. Based on the delegation of authority, the final authorization as to whether or not the items can be replaced or repaired with incident funds may come from the Finance Section Chief, Incident Business Advisor, or other individual as identified by the incident agency. After approval, the Supply Unit or Ordering Manager will issue S numbers. Damaged property **will be turned into the Supply Unit**.

Items originally provided through use of preparedness funds which need to be replaced due to **normal wear and tear** (e.g. worn out tire tread, worn out chain saw bar, 5yr old GPS that stops working, etc.) should be accomplished using home unit funds, not incident funds. If government property was damaged on the incident due to a specific event, (e.g. wind event destroys a tent) the incident could, upon receipt of required documentation and proof of damage, authorize replacement. **Replacement of non standard items that are worn out is the responsibility of the home unit.**

In accordance with the terms of their agreement, contracted resources may obtain the following items from Supply:

- plastic canteens
- plastic sheeting
- replacement radio & headlamp batteries

Any contractor claim for damages or other replacement items must follow the contract claims process and be adjudicated by a warranted contracting officer.