



**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-30-2014

Effective Date: March 31, 2014

Duration: Effective until superseded or removed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:
- Added Great Basin Attachment to Property Loss or Damage Report OF-289 (12/13).

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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 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. Positive identification will be checked prior to the issuing of accountable assets.

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 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: <div style="text-align: center; background-color: #cccccc; padding: 5px;"> See GREAT BASIN ATTACHMENT TO OF-289. Do not fill out this block. </div>			
16. SIGNATURE	17. TITLE	18. DATE	

GREAT BASIN ATTACHMENT TO OF-289

Claim # _____ **Claimant Name:** _____ **Claimant RO#:** _____

Incident Supervisor Name and Incident Position: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Subject Matter Expert Name: _____

Ground Support Communications Computer Specialist Other: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Finance Section Chief Name: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Incident Agency Representative Name and Position: _____

(IBA/Fire Admin Representative, etc. *Note: This final approval may be delegated to the IMT IC or FSC*)

Decision:

Not Approved Approved

Approved with the following contingencies:

Comments:

Name and Title: _____ Signature & Date: _____

Contact Phone: _____ Email: _____

Supply Unit:

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