

Central Utah Interagency Fire

# NFES & NON-NFES INCIDENT REPLACEMENT GUIDE

VERSION 1.0

APRIL 25, 2018

# INCIDENT REPLACEMENT

## GUIDELINES

During and prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed or damaged during the incident based on engine/module/crew inventory sheets. All incident replacements need approval prior to being replaced and/or an S number issued. **There is a distinct difference in the process to replace NFES equipment and supplies and Non-NFES /specialized equipment.**

**The standard Delegation of Authority to IC's does not give ICs authority to approve replacement of Non-NFES items. This is authority is retained by the incident agency AA or FMO.**

Items can only be replaced by the fire through incident replacement if; 1) they are government owned and 2) lost, damaged, used or stolen on the incident. Items needing replaced due to normal wear and tear cannot be charged to the incident, replacement must be with home unit funds. Replacement orders must be of the same type and quantity of those items that were consumed, lost or damaged. Replacement orders must be processed within 30 days of control of incident.

Incident replacement is only for government owned and issued equipment and supplies. This includes federal, state, local and cooperators. Incident Replacements cannot be used for contractors. Contractors must submit a claim for damaged, lost, stolen equipment and supplies through the Procurement Unit Leader or Contracting Officer. For additional information refer to the contractor's contract under the property section.

Individually owned property is covered under the Military Personnel and Civilian Employees Claims Act (31 USC 3721). This covers Casual (AD) and federal employee claims for loss of or damage to personal property, provided possession of the property was reasonable, useful, and proper under the circumstances, and the loss or damage occurred incident to the individual's service. State procedures vary, contact the appropriate state representative for specific guidance and documentation requirements.

Employee personal property that is lost or damaged must be replaced by filing an employee claim for AD-382 or DI-570. The AD-382 or DI-570 will be used to documents claims. The employee will usually need witness statements, receipts or cost estimates, signed and dated. The employee must file a claim in accordance with home unit procedures to document the loss and request reimbursement. **The incident may not approve reimbursement or replacement of personal property.**

## DEFINITIONS

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### Types of property

There are three types of government property.

#### Consumable –

- Is rightly named since it includes items that are meant to be used up during the course of the incident. Examples of consumable propriety are batteries, Meals Ready to Eat, plastic containers, petroleum products, water, Gatorade, etc.

## Durable –

- Consists of items that do not have the same high dollar value as accountable property, but they are materials with a life expectancy greater than one incident. Durable property is often marked with paint, etching, bar codes or metal plates identifying which agency it belongs to. Examples of durable property are sleeping bags, nozzles, headlamps, tools, tents, etc. Durable property can be NFES or Non-NFES items.

## Accountable –

- Are big-tickets items, either because of the high dollar amount or because people covet these items. The coveted items are actually a subset of accountable property called sensitive or trackable property (i.e., cameras, laptops, GPS units and satellite phones). Accountable property is defined by its purchase price, which is a price exceeding the dollar limits established by the incident agency. Accountable items are Chainsaws, Radio Kits, Vehicles, Heavy equipment, etc.

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## NFES vs Non-NFES Equipment and Supplies

There are two different categories of supplies/equipment that can be replaced, NFES and Non-NFES items. The process for replacing these items are different and have a different level of approval.

### NFES Equipment & Supplies

Equipment and supplies are items that are ordered from a cache with a NFES number.

- Examples of cache items are hoses, fitting, nozzles, valves, fire shelters, chaps, flight suites, MREs, gloves, helmets, nomex pants, fireline packs, personal gear bags, combination tool, Pulaski, axe, shovel, headlamps, etc.

### Non-NFES Equipment & Supplies

Non-NFES equipment and supplies are items ordered/purchased from a Non-cache source and are considered a specialty item, item of special needs or items for individual specifications where similar items are available from the cache. These can also be referred to as Non-standard cache item, Non-cache item or specialized item.

- Examples of Non-NFES items are dragon slayer, or other tools not available through a cache, Kevlar/nomex pants, North Face tents, Big Agnus sleeping bags, Mystery Ranch line gear, hydration packs, Nalgene bottles, Hydro flasks, headlamps, etc.

## PROCEDURES

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### Consumable items (NFES AND Non-NFES)

Incident personnel may replace consumable items at the incident through the Supply Unit. These requests should be processed on an *Incident Replacement Requisition*, OF-315 or *General Message Form*, OF-213, Saw Parts Order, etc. These requests should be limited to items that are typically expected to be consumed within the timeframe of one incident (i.e., MREs, batteries, saw parts, bar oil). These items can be replaced at the incident or the incident can approve an *Incident Replacement Requisition*, OF-315 for replacement of items by a cache or at the home unit.

Approval of consumable, regularly utilized Non-NFES items such as freeze dried meals, jet boil, etc. is limited to the Agency Administrator (District Ranger/Forest Supervisor), District FMO (acting FMO – the AFMOs), Forest level Duty Officer or IBA.

Complete the *Incident Replacement Requisition*, OF-315 or a *General Message*. For all approved Non-NFES consumable items, dispatch will issue S#s and the requesting resource will make the purchases using their government issued purchase card.

## NFES Equipment and Supplies

### Accountable, Durable, and Consumable

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#### Type 1 and 2 Incidents

##### Who Facilitates the Process?

On Type 1 and 2 incidents the Supply Unit Leader (SPUL) is responsible for handling NFES incident replacement requests when an incident management team is assigned.

##### The Process:

Personnel will fill out a General Message form to document the request. Worn out and damaged property will be turned into the Supply Unit prior to an *Incident Replacement Requisition* being approved.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit. **OR**

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit. **OR**

If the equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an OF-315, *Incident Replacement Requisition* will be completed by the Supply Unit and forwarded to the geographic area cache. If the order was forwarded to the Geographic area cache, it will be shipped to the address listed on the OF-315.

##### Who Can Approve?

Authorized approvals and signatures MUST be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Directory, Incident Commander or Agency Administrator or Representative.

The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

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## Type 3 incidents

### Who Facilitates the Process?

On Type 3 incidents the Logistic Section is responsible for handling NFES incident replacement requests when an incident management team is assigned. If no IMT is assigned, the IC is responsible for NFES incident replacement.

**Every effort should be made to fill incident replacement requests at the incident prior to resources being demobilized.**

### The Process

Personnel will fill out a *General Message* form to document the request. Worn out and damaged property will be turned into the Logistic Section prior to an Incident Replacement Requisition being approved.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit. **OR**

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order with dispatch for needed items from the local fire cache. The order will be sent to the incident and replacement will take place at the Supply Unit (OF-315 is not needed in this case). **OR**

If the equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an *OF-315 Incident Replacement Requisition* will be completed by the Logistics Section or host unit. The resource will submit the approved OF-315 to the Great Basin Cache upon return to the home unit.

### Who Can Approve:

Authorized approvals and signatures **MUST** be included on the requisition. Type 3 incident approvals are limited to the Logistics Section, IC, Agency Administrator or Agency Representative (i.e. FMO/Duty Officer).

The Logistic Section/IC approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

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## Type 4 & 5 Incidents

### Who Facilitates the Process?

On Type 4 and 5 incidents the IC is responsible for handling NFES incident replacement requests. If the resource is no longer at the incident, the module leader is responsible for obtaining authorized approvals and signatures for the requisition.

### The Process

On Type 4 or 5 incidents every effort will be made to have the IC sign and approve NFES items that were consumed or damaged on the incident before the resource is released. Personnel will fill out a *General Message* form to document the request. Once the items are approved by the appropriate personnel (see below), the request can go to dispatch for S#s to be issued and filled by the local cache. Worn out and damaged property must be turned into the local cache prior to an Incident Replacement Requisition being filled or approved.

If replacement upon release of the incident is not possible, the resource will restock from their local IA caches and will track items used to the corresponding incident. The AFMO/Station Manager will compile a replacement

order(s) and the incident agency's Duty Officer will be responsible for approving and signing the *Incident Replacement Requisition*, OF-315.

All replacement requests will go through Dispatch to be issued S#s. If they are NFES items, these S#s will go to the Cache Manager to be filled. Resources DO NOT GO DIRECTLY TO THE CACHE MANAGER to request items.

### Who can approve?

Type 4 and 5 incident approvals are limited to the IC (while still on the incident) or the incident agency's Agency Administrator or Representative (i.e. Fire Management Officer or Duty Officer).

### What does this mean to you?

If you need to replace batteries, MREs, hose, fittings etc. on a fire, you must do one of the following

- (1) Have the IC sign a General Message form to replace the items that have been consumed. This must be a reasonable amount (i.e. Do not try to replace 4 cases of MRE's on a .10 acre fire). This General Message can then be sent to RIFC to be issued S#s and filled by the local cache.
- (2) If you were not able to obtain the IC's signature before you are released from the incident, you can replace your consumed items from your local IA caches. The DAFMO will complete an Incident Replacement Order to restock the local cache. If replacing items from more than one incident, the replacement order must show the items broken out by individual fires they were consumed/damaged on. This must be signed by the incident agency's Duty Officer for approval, unless the requesting DAFMO is the Duty Officer in which case it would need to be approved by the FMO.
- (3) If your IA Cache does not have the items, complete the Incident Replacement Requisition, OF-315 or General Message, which then must be signed by the incident agency's Duty Officer and then sent to dispatch.

All *Incident Replacement Requisitions* must be approved and signed by the appropriate agency representative before it is taken to Dispatch. All replacement orders must be requested within 30 days of control of the incident.

## NON-NFES Equipment & Supplies

### Accountable, Durable, and Consumable

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#### Type 1-5 Incidents

##### What you need to know

Non-NFES-items that are available through the cache (e.g. sleeping pads, fire line packs) that have been purchased elsewhere will be replaced with like NFES item or S# may be issued for the dollar amount of the like NFES item.

Replacement of Non-NFES items not procured through mandatory sources of supply (cache, DODemall) may be authorized up to a dollar limit identified through these sources; costs beyond the approved amount will need to be covered by home unit funds.

The incident agency will provide written documentation to the home unit authorizing replacement of government property that have been destroyed or rendered otherwise unserviceable while being used on the incident. The incident agency may require the damaged property be turned in before replacement is authorized. Property that is maintained in an agency property system of record will not be collected at the incident. Documentation of the disposal of the property (i.e., destroyed property sent back with resource to home unit) will be maintained in the incident claims records.

## Who Facilitates the Process for **accountable and durable** items?

On incidents with IMTs, the Logistics (LOGS) will work with Compensation/Claims Unit Leader (COMP) or Finance Section Chief for handling the Non-NFES incident replacement. If there is no IMT on the incident, the IC and/or module leader is responsible for submitting forms to the incident agency FMO.

### The Process for **accountable and durable** items:

1. The individual assigned to the property is responsible for initiating *Property Loss or Damage Report Fire Suppression*, OF-289 and obtaining support/signature of the incident supervisor (DIVS, Ops, or IC). The form is then submitted to Logistics or if there is no IMT on the incident, submit forms to the incident agency FMO.
2. The Logistics will work with COMP or FSC to determine if the incident will replace or repair the item and obtain approvals from the **delegated approving official** (see below).
3. If the incident replacement is approved a resource order (S#) identifying the item approved and the dollar amount, which may not exceed the cost of comparable NFES item as listed in the current year NFES Cache catalog will be issued by RIFC.
4. All documentation (i.e., OF-289, OF-315, general messages, etc.) with approving signature will be forwarded to RIFC prior to issuance of any resource order numbers.
5. Upon issuance of a resource order, items will be purchased by the home unit.

## Who can approve **accountable and durable** items?

The incident agency is responsible for approving Non-NFES incident replacements and repairs. This approval authority may be delegated from the Forest Supervisor to the Incident Business Advisor, Finance Section Chief or Logistics Section Chief on Type 1 or 2 incidents. On Type 3, 4, or 5 incidents the unit Line Officer or Agency Representative, such as the FMO will be responsible for handling Non-NFES incident replacements. ICs are not automatically delegated authority in their DOA.

## What does this mean to you?

Your home unit purchased a North Face tent for \$675.00 three years ago. During an incident your tent was damaged due to a helicopter drop. A 60-sec dome tent is available through the cache system and DLA wildland fire equipment program at a cost of \$135.00. Since you are the person responsible for the property (i.e. tent) you will need to complete the *Property Loss or Damage Report Fire Suppression*, OF-289 and have it reviewed by the incident agency's delegated authority (i.e. FMO, IBA) to determine if the incident will replace the tent up to the cost of the tent available through the mandatory source (i.e. Cache at \$135.00). The cost beyond this amount should be covered by home unit program dollars. You should expect a copy of the OF-289 for documentation and a resource order (S#) with a not-to-exceed amount in the documentation. Your home unit will be responsible for purchasing the item.

## Who Facilitates the Process for **consumable** items?

On incidents with IMTs, the Logistics (LOGS) is responsible for handling the Non-NFES consumable incident replacement and obtaining appropriate approval when necessary (i.e. Standard vs Non-Standard (water or Gatorade vs. Mountain House Meals)). If there is no IMT on the incident, the IC and/or module leader is responsible for obtaining appropriate approvals and submitting for replacement.

### The Process for **consumable** items:

#### **Non-standard NON-NFES**

All **Non-standard NON-NFES** consumable items (i.e. Mountain House Meals) must go through the same process as accountable and durable items to be replaced.

## Standard Non-NFES

On Type 1, 2, or 3 incidents every effort will be made to have the items replaced at the incident. If replacement at the incident is not possible the resource will complete an OF-315 and obtain appropriate approvals before submitting to dispatch for issuance of a resource order.

On Type 4 or 5 incidents every effort will be made to have the IC sign and approve NON-NFES Standard (bar oil, water, Gatorade) items that were consumed on the incident before the resource is released. Personnel will fill out a *General Message* form to document the request. Once approval is obtained the request can go to dispatch for S#s to be issued and filled by the local cache.

If replacement upon release of the incident is not possible, the resource will restock from their local IA caches and will track items used to the corresponding incident. The AFMO/Station Manager will compile a replacement order(s) and the incident agency's Duty Officer will be responsible for approving and signing the *Incident Replacement Requisition*, OF-315.

All replacement requests will go through Dispatch to be issued S#s.

### Who can approve standard Non-NFES consumable items?

The incident agency is responsible for approving Non-NFES incident replacements. This approval authority may be delegated from the Forest Supervisor to the Incident Business Advisor, Finance Section Chief or Logistics Section Chief on Type 1, 2, or 3 incidents.

Type 4 and 5 incident approvals are limited to the IC (while still on the incident) or the incident agency's Agency Administrator or Representative (i.e. Fire Management Officer or Duty Officer).

### What does this mean to you?

If you need to replace water, Gatorade, bar oil, etc. on a fire, you must do one of the following

- (1) Have the IC sign a General Message form to replace the items that have been consumed. This must be a reasonable amount (i.e. Do not try to replace 6 cases of water and 6 cases of Gatorade on a .10 acre fire).. This General Message can then be sent to RIFC to be issued S#s.
- (2) If you were not able to obtain the IC's signature before you are released from the incident, you can replace your consumed items from your local IA caches. The DAFMO will complete an Incident Replacement Order to restock the local cache. If replacing items from more than one incident, the replacement order must show the items broken out by individual fires they were consumed/damaged on. This must be signed by the incident agency's Duty Officer for approval, unless the requesting DAFMO is the Duty Officer in which case it would need to be approved by the FMO.
- (3) If your IA Cache does not have the items, complete the Incident Replacement Requisition, OF-315 or General Message, which then must be signed by the incident agency's Duty Officer and then sent to dispatch.

All Incident Replacement Requisitions must be approved and signed by the appropriate agency representative before it is taken to Dispatch. All Incident Replacement Requisitions must be placed within 30 days of control of an incident.

*RIFC Cache will supply water and Gatorade for replacement when needed. All other consumable Non-NFES items will be purchased by the home unit.*



# Vehicle Damage & Repairs

**All vehicle damages and repairs will need approval from the delegated official (i.e. AA, FMO, IBA, and FSC) prior to being charged to the incident.** Type 5, 4, and 3 ICs are not delegated authority to approve vehicle repairs to be charged to the incident.

Normal wear and tear will be charged to the home unit accounting code, not the incident. Normal wear and tear is defined as maintenance required after using the equipment for its intended purpose within its design and performance capabilities. This includes failure of mechanical components due to normal life cycle and regularly scheduled maintenance such as lube and oil changes, alignments, rotation of tire, etc. Form AD112, *Report of Unserviceable, Lost or Damaged Property* to document the decision of final financial responsibility for each charge.

Coordinate with the Safety Officer and Security manager to assist the individual(s) in completing their agency specific forms and notifications regardless if the government is at fault or not.

If motor vehicle accident occurs on public roads it will be investigated by the appropriate law enforcement agencies and in accordance with jurisdictional agency policy. The *Motor Vehicle Accident Report*, SF-91 and the *Statement of Witness*, SF-94 may be used to document motor vehicle accidents.

## Air Filters

Air filters can be charged to the incident, only if it is determined that conditions of the incident are extremely dusty and exceed “normal” off-road driving conditions that the vehicle might encounter (this is an exception to maintenance required for normal wear and tear).

## Tires

It is appropriate to fund the replacement of tires only when it is considered outside or normal wear and tear. This includes damage such as side wall cuts, punctures, damage due to “chucking” of tread due to spinning of tires, etc. that occurs during suppression efforts while the vehicle is being used on the fire line.

Typical normal wear and tear is considered low tread depth, wear bars showing across the width of the tread, blowouts (due to low tread), cupping or uneven wear due to under or over-inflation, camber wear or feathering due to misalignment, etc. Examples of tread depth measurements that indicate tire replacement include the following:

FS – Front Axle 4/32”; Rear Axle 2/32”

BLM – All Season (street) Tires 1/16”; On/Off Road, All Terrain Tires 1/8”

Replacement for tires at the incident’s expense where the resource believe the incident caused the damage shall follow the following procedures:

1. Complete the *Property Loss or Damage Fire Suppression*, OF-289 with the Great Basin attachment.
  - a. The resource requesting the replacement shall complete the form with specific documentation as to how the incident was the cause of the damage/destruction of the tire(s).
  - b. All additional documentation and signatures shall be obtained (witness, supervisor, subject matter expert, finance section/or agency representative) prior to submission for approval.
  - c. Photos shall accompany the request whenever possible.
2. The *Property Loss or Damage Fire Suppression*, OF-289 with Great Basin Attachment and all supporting documentation shall be presented to the approving official (i.e. Incident Business Advisor, Finance Section Chief, Agency Administrator, or Fire Management Officer – depending on the size of incident). Approving officials shall take into consideration all provided documentation, statements and photos when making an approval determination.

## Vehicle Damage/Repairs

Vehicle damage/repairs can be charged to the incident if the damage meets the definition of Non-standard use.

Non-standard use is repair required as a result of using the equipment in a manner for which it was not intended, or beyond the designer operational capabilities of the equipment. Non-standard use does not include damage caused by abuse or negligence. Some examples of incident damage due to Non-standard use include:

- Damage to mirrors, antennas, dents, headlights, taillights, cracked windshields, and the underside of the vehicle (including steering and drivetrain components) caused by impact due to terrain and/or off-road conditions of the incident.
- Alignments if directly associated with impact damage or impact with rocks, boulders, water bars, etc.
- Replacement of shocks from long, unimproved roads on an incident.

## References

- ✓ Interagency Incident Business Management Handbook, Chapter 30
- ✓ Great Basin Interagency Incident Business Management Handbook Supplement, Chapter 30
- ✓ Great Basin Guidance for Tire Inspections and Replacement
- ✓ National Wildfire Coordinating Group (NWCG) Preparedness Branch – Federal Agency Vehicle Property Damage – Incident Response Frequently Asked Questions, dated July 1, 2014
- ✓ Incident Business Practices Working Team Memo, dated May 11, 2004, Cost Management Issues
- ✓ Central Utah Interagency Memo, Delegation of Non-standard and Non-NFES items.



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) <i>If request is for such items as parts of an equipment or vehicle, include approximate year of age of equipment.)</i>		QUANTITY	
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: <i>(Be specific – date, place, division on fire; be descriptive of damage, loss, how did it occur, etc.)</i>			
10. SIGNATURE		11. DATE	
12. Witness report: <i>(Be specific –date, place, division on fire. Be descriptive of damage, loss, how did it occur, what did you see, etc.)</i>			
13. SIGNATURE		14. DATE	
15. Fire Boss or Property Control Officer comments regarding loss or damage:  <b>See GREAT BASIN ATTACHMENT TO OF-289. Do not fill out this block.</b>			
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 #**

**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-** \_\_\_\_\_

GREAT BASIN ATTACHMENT TO OF 289 (12/12)