

## INCIDENT REPLACEMENT AND CLAIMS QUICK REFERENCE

Prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed or damaged during the incident. There is a distinct difference in the process to replace cache (NFES) and non-cache, durable and accountable equipment, and consumable supplies. The following process covers federal, state and cooperater resources. The incident replacement processes **will not** be used for contractor or employee personal property.

For information and step by step procedures, refer to the Central Utah Cache and Non-Cache Incident Replacement Guide, Interagency Incident Business Management Handbook and the Great Basin Guidance for Tire Inspection and Replacement.

### WHAT TO EXPECT

- ✓ Expect to receive an item from the cache
- ✓ Expect no more than the value of an ordinary cache item
- ✓ All non-cache items need approval from the agency FMO or IBA.
- ✓ Supplies used on the fire will come from stock available in supply or through the OF-315, incident replacement process.
- ✓ Out dated items or property that is worn out (i.e. outdated radios, GPS units, bags and tents) will not be replaced.

#### 1. **Consumable Goods:**

Replacement of consumable goods used on the incident should be replaced from the existing incident supplies.

IF not available from supply, an OF-315, Incident Replacement Requisition or ICS 213, General Message must be completed and signed by the IC or Logistics Section.

- Consumable NFES items will use the OF-315 and be filled through agency caches.
- Consumable Non-NFES items, complete the OF-315. Dispatch will issue S#s for the requesting resource to purchase.

#### 2. **NFES Items (Cache) – Durable and Accountable:**

- Complete the OF-289, Property Loss or Damage Report. The damaged/destroyed property will be required to be returned to supply.
- On the basis of the OF-289 and the engine inventory sheets or other fire equipment inventory documents, the IC, Logistics Section or incident agency FMO will review and determine if the incident will replace the items.
- Replacement will occur at the incident supply or through the agency cache with the Incident Replacement Requisition, OF-315.

#### 3. **Non-NFES and Specialty Items - Durable and Accountable:**

- A completed OF-289, Property Loss or Damage Report will be submitted to the incident logistics or IC for review. The IC or logistics will work with Finance to obtain the approvals from the delegated official. The delegated official (i.e. FMO or IBA) is required to approve any item(s) that are ordered from non-cache sources.
- The incident agency will require the damage property to be turned in before replacement is authorized.
- If approved, an S# will be issued which will include an identified dollar limit. The remaining amount should be covered by the resource's home unit program dollars. Purchase of replacement will be handled by the home unit.

#### 4. **Government Vehicle Claims & Tire Replacement:**

- Vehicle accidents and damages that were caused by the incident will need the Motor Vehicle Accident Report, SF91 and the Statement of Witness, SF-94 completed.
- The delegated official (i.e., agency administrator, FMO or IBA) must approve the request. Normal wear and tear will not be charged to the incident nor will damaged caused by abuse or negligence.
- Tire damaged that was caused by the incident will need to have an OF-289, Property Loss and Damage completed and submitted to the approving official (i.e. AA, FMO, IBA).

#### 5. **Individually Owned Property (Employee Claims):**

Employee personal property that is lost or damaged must be replaced by filing an employee claim on an AD-382 or DI-570 form. The employee will usually need witness statements, receipt or cost estimates, signed and dated. The employee must file the claim in accordance with their home unit procedures. **The incident may not approve reimbursement or issue S#s for the replacement of personal property.**

Full Incident Replacement Guide available at: [https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/FB\\_IncidentReplacementGuide.pdf](https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/FB_IncidentReplacementGuide.pdf)