

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT  
SUPPLEMENT**

**CHAPTER 30 – PROPERTY MANAGEMENT**

**Supplement No:** NR-2026-4

**Effective Date:** May 01, 2026

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Ryan Melin*

**Ryan Melin**

**Chair**

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**Digest:**

- Updated 2025 Chapter 30 Supplement as follows:

## 1 **Property Receipting Procedures**

2 For all property and supplies ordered and received from the cache, please refer to the NWCG  
3 NFES Catalog Part 1 and Part 2 linked on this site: <https://www.nwcg.gov/publications/pms449-1/nwcg-nfes-catalog-part-1-fire-supplies-and-equipment-pms-449-1>

4 Northern Rockies cache contacts are linked on the above website.

5  
6 Radio Kits – All radio kit returns must include the appropriate documentation of who received  
7 the radio and any necessary forms to report damage or loss (OF-289). General message forms  
8 submitted must have the contact’s name, email and phone number listed.

## 9 **Identification**

10 Accountable Property – Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or  
11 \$2,000 (IDL) or more, or items which the incident agency considers sensitive, such as cameras,  
12 computers, chainsaws, and radios, are accountable and are marked with an agency identification  
13 number. Purchase of an individual item that exceeds \$5,000 must be approved by the agency  
14 administrator prior to purchase.

## 15 **Property Accountability Control**

16 The incident agency is responsible for establishing and maintaining sound property management  
17 procedures. These procedures must ensure that adequate documentation is recorded or kept, to  
18 determine circumstances leading to the damage or loss of accountable property and to identify  
19 responsible individual(s), if applicable. When damage or loss reports are disputed by the incident  
20 agency, the documentation will be used to facilitate adjudication between the incident and  
21 supporting agency. The documentation may also be used to determine individual  
22 responsibility/liability per agency policy.

23 The Incident Management Team is responsible for ensuring documentation is completed as per  
24 host agency guidelines and forwarded to the incident agency and individual’s home unit if the  
25 resource has already been demobilized.

26 Issues, Transfers and Returns – Issues, transfers, and returns of durable property will be tracked  
27 using either the Report of Transfer or Disposition or Construction of Property (Form AD-107),  
28 Receipt of Property (Form DI-105), or other incident-specific form showing both the assignment  
29 and return of accountable property to/from an individual. Positive identification will be checked  
30 prior to the issuing of accountable assets.

## 31 **Theft of Government Property**

32 When government property theft occurs, the law enforcement agency with jurisdiction shall be  
33 notified. The incident agency is to be provided with the appropriate documentation.

- 34 • Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (US  
35 Department of Agriculture and Idaho Department of Lands)
- 36 • Report of Lost or Stolen Property for the MT Department of Natural Resources can be  
37 facilitated by using the OF-289. Report of Survey, DI-103 (US Department of Interior)

## 38 **Incident Replacement of Government Property Process**

39 *The following process covers agency resources (federal, state, and cooperator). These*  
40 *processes WILL NOT be used for contractors or employee personal property.*

41 Loss, Damage or Destruction: If a durable item was damaged on the incident due to a **specific**  
42 **event** (e.g., wind destroys a government owned tent or tree bends a saw bar), the incident may

1 issue an “S” Resource Order number on an Incident Replacement Requisition, OF-315 for  
2 standard cache items, or on the fully signed and approved OF-289 Property Loss or Damage  
3 Report for non-standard items. This authorizes the replacement item to be obtained by the home  
4 unit (or the incident supporting cache) and charged back to the incident.

5 The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation  
6 and approval/disapproval process for property loss and damage for government property.

7 [https://gacc.nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm)

8 Normal Wear and Tear: Replacement of durable items which become worn out on a particular  
9 incident and have a useful life expectancy greater than one incident will remain the responsibility  
10 of the home unit which originally purchased the item. Incident personnel are not authorized to  
11 approve the replacement of the items with suppression dollars, or to issue “S” numbers for the  
12 home unit to charge replacement items back to the incident.

13 Who is responsible: Units shall designate an official responsible for approving the purchase of  
14 replacement items consumed, destroyed, or damaged on incidents. This official will coordinate  
15 with logistics and finance as necessary.

- 16 • Type 1 and Type 2: The incident Supply Unit Leader (SPUL) is responsible for handling  
17 incident replacement requests for consumable items.
- 18 • Type 3, 4 and 5: The incident unit Line Officer or their designee may be responsible for  
19 approving consumable items, unless an Incident Management Team is in place and IMT  
20 protocols take precedence.
- 21
- 22 • All Incidents: Replacement requests of non-NFES (non-standard cache) items of  
23 government property must be forwarded to the unit Incident Business Specialist or  
24 Incident Business Advisor for approval unless a formal delegation to an IMT member or  
25 other incident personnel (e.g. INBA) has been provided.

#### 26 Source Documents:

- 27 • General Message form ICS-213.
- 28 • OF-315 Incident Replacement Requisition (for consumable and standard cache items),  
29 and/or an OF-289 Property Loss and Damage Report (for all other agency property types)  
30 are the only acceptable source documents.
  - 31 ○ Once approved, a Supply Resource Order will be issued.

32 Specialized equipment (non-cache and non-consumable) brought from the home unit must be  
33 requested by the incident through a resource order and must be appropriate for the incident  
34 responder’s position (i.e., UTVs). Use of the property must be approved by the IMT, Agency  
35 Administrator or Agency Administrative Representative. For repair or replacement with  
36 suppression funds, the item must have been clearly damaged or destroyed on the incident and  
37 documented on the appropriate form(s). Replacement due to normal wear and tear is not  
38 supported with suppression funding.

39 Northern Rockies ATV/UTV Guidance can be found at:

40 [https://gacc.nifc.gov/nrcc/nrcg/about\\_us/2025/Memos/2019\\_013\\_MEMO\\_NR-ATV-UTV-](https://gacc.nifc.gov/nrcc/nrcg/about_us/2025/Memos/2019_013_MEMO_NR-ATV-UTV-Guidance-With-Forms.pdf)  
41 [Guidance-With-Forms.pdf](https://gacc.nifc.gov/nrcc/nrcg/about_us/2025/Memos/2019_013_MEMO_NR-ATV-UTV-Guidance-With-Forms.pdf)

42 Damage to Vehicles – Reference SIIBM Chapter 70 – Claims, Exhibit 42 (MVA Report Form,  
43 SF-91) and Exhibit 43 (Statement of Witness, SF-94) to properly document vehicle damages and  
44 accidents. Follow agency policy.

- 1 For normal wear and tear items for government vehicles, home unit accounting codes, not
- 2 suppression funding, will be used. Government vehicles (federal) are considered accountable
- 3 property.