

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

**CHAPTER 30 – PROPERTY MANAGEMENT**

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**Approved:**

*/s/ Bryce Rogers*

**Bryce Rogers**

**Chair**

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Document Type	Document Name	Number of Pages
New Document	NR-2025-4	4 Pages
Superseded Documents(s) by Issuance Number and Effective Date	NR-2024-4 (5/1/2024)	4 Pages

**Digest:**

- Removed duplicative language located in PMS902 – NWCG Standards for Interagency Incident Business Management

## 1 **Property Receipting Procedures**

2 For all property and supplies ordered and received from the cache, please refer to the Northern  
3 Rockies Interagency Support Cache website at [https://www.fs.usda.gov/detail/r1/fire-](https://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222)  
4 [aviation/?cid=stelprdb5362222](https://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222)

5 The Northern Rockies Mobilization Guide recommends that all incidents (complex Type 3 and  
6 above) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability  
7 and appropriate return of cache and non-cache items. The Mobilization Guide is located at  
8 [https://gacc.nifc.gov/nrcc/nrcg/agreements\\_operating\\_plans/agreements\\_operatingplans.htm](https://gacc.nifc.gov/nrcc/nrcg/agreements_operating_plans/agreements_operatingplans.htm)

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

## 12 **Identification**

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

## 18 **Property Accountability Control**

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

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

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

## 34 **Theft of Government Property**

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

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

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

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

4 Loss, Damage or Destruction: If a durable item was damaged on the incident due to a **specific**  
5 **event** (e.g., wind destroys a government owned tent or tree bends a saw bar), the incident may  
6 issue an “S” Resource Order number on an Incident Replacement Requisition, OF-315 for  
7 standard cache items, or on the fully signed and approved OF-289 Property Loss or Damage  
8 Report for non-standard items. This authorizes the replacement item to be obtained by the home  
9 unit (or the incident supporting cache) and charged back to the incident.

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

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

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

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

- 21 • Complex, Type 1, and 2: The incident Supply Unit Leader (SPUL) is responsible for  
22 handling incident replacement requests for consumable items and standard cache items,  
23 when an IMT is assigned.
- 24 • Type 3,4 and 5: The incident unit Line Officer or their designee will be responsible for  
25 approving consumable items and standard cache items.
- 26 • All Incidents: Replacement requests of non-standard cache items of government property  
27 must be forwarded to the unit Incident Business Specialist or Incident Business Advisor  
28 for approval unless a formal delegation to an IMT member has been provided.

### 29 Source Documents:

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

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

- 1 Damage to Vehicles – Reference SIIBM Chapter 70 – Claims, Exhibit 42 (MVA Report Form,
- 2 SF-91) and Exhibit 43 (Statement of Witness, SF-94) to properly document vehicle damages and
- 3 accidents. Follow agency policy.
- 4 For normal wear and tear items for government vehicles, home unit accounting codes, not
- 5 suppression funding, will be used. Government vehicles (federal) are considered accountable
- 6 property.