



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

**CHAPTER 30 – PROPERTY MANAGEMENT**

**Supplement No:** NR-2021-4

**Effective Date:** April 1, 2021

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Josh Harvey*

**JOSH HARVEY**

**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

<b>New Document</b>	NR-2021-4	5 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2020-4 (4/15/2020)	5 Pages

**Digest:** No changes; document is issued with dates for the current year.

## 1 **Property Receipting Procedures**

2 For all property and supplies ordered and received from the cache, please refer to the Northern  
3 Rockies Cache Management Plan (Northern Rockies Cache, Coeur d'Alene Cache, and Billings  
4 Cache) at the following website:

5 [www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222](http://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222).

6 The Northern Rockies has recommended that ALL incidents (complex Type 3 and above) use a  
7 Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and  
8 appropriate return of cache and non-cache items.

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). Any general message  
11 forms submitted must have the contact name 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 should be approved by the agency  
17 administrator prior to purchase.

## 18 **Property Accountability Controls**

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

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 for Property (Form DI-105), or other incident-specific form showing both the  
29 assignment and return of accountable property to/from an individual. Positive identification will  
30 be checked prior to the issuing of accountable assets.

31 Incident Summary and Loss Use Reports - Complete the OF-289 Property Loss or Damage  
32 Report. Reports should be completed on all damaged and/or disposed durable property and  
33 trackable NFES items. This report is not required for consumable supplies. This report should be  
34 submitted to the issuing cache if the item was issued by a cache, or to the home unit property  
35 manager for all other items.

36 The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation and  
37 approval/disapproval process for property loss and damage for government property. See Exhibit  
38 NR9.

1 The Incident Management Team is responsible for ensuring documentation is completed as per  
2 host agency guidelines and forwarded to the incident agency and individual's home unit if the  
3 resource has already demobed. When property theft occurs, the law enforcement agency with  
4 jurisdiction shall be notified. The incident agency is to be provided with the appropriate  
5 documentation:

- 6 • Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (US  
7 Department of Agriculture and Idaho Department of Lands)
- 8 • Report of Lost or Stolen Property, DS-92 (MT Department of Natural Resources)
- 9 • Report of Survey, DI-103 (US Department of the Interior)

10 Government Property - If a durable, nonstandard item was damaged on the incident due to a  
11 **specific event** (e.g. wind destroys a tent or tree bends a saw bar), the incident may issue an "S"  
12 Resource Order number on an Incident Replacement Requisition, OF-315 (after the OF-289  
13 Property Loss or Damage Report has been completed) authorizing the replacement item to be  
14 **obtained by the home unit** and charged back to the incident. Nonstandard items will be  
15 replaced at the value of the standard cache item.

16 Replacement of durable items which become worn out on a particular incident and have a useful  
17 life expectancy greater than one incident will remain the responsibility of the home unit which  
18 originally purchased the item. Incident personnel are not authorized to approve replacement of  
19 these items with suppression dollars, or to issue "S" numbers for the home unit to charge  
20 replacement items back to the incident.

21 Units shall designate an official responsible for approving the purchase of replacement items  
22 consumed, destroyed or damaged on incidents. This official will coordinate with logistics and  
23 finance as necessary.

24 Damage to Vehicles - Reference SIIBM Chapter 70 – Claims, Exhibit 44 (MVA Report Form  
25 SF-91) to properly document vehicle damages and accidents.

**Exhibit NR9**

PROPERTY LOSS OR DAMAGE REPORT  Fire Suppression		1. Crew Name or No. (O#, A#, E# or C#)	2. ID NO (Form OF-288) <b>NOT APPLICABLE</b>
		3. ISSUED TO <i>(List: Individual Name, Home Unit Name, Home Unit Address, Email and Telephone Numbers – Fax, Cell, Work, etc.)</i>	
4. ISSUING OFFICE OR CAMP NAME <i>(Name of Incident Agency and the Incident Number)</i>			
5. FIRE NAME	6. FIRE NO. <i>(Fire Account Code)</i>	7. TYPE EMPLOYEE (Mark one with "X") <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter/AD <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED <i>(Include Property/Serial No. if applicable. Include approximate year of or 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, <b>HOW DID THE INCIDENT CAUSE THE DAMAGE</b>, etc.)</i>			
10. SIGNATURE			11. DATE
12. Witness report: <i>(Be specific –date, place, division on fire; be descriptive of damage, loss, <b>HOW DID THE INCIDENT CAUSE THE DAMAGE</b> what did you see, etc.)</i>			
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;"><b>Do not complete this section, see next page.</b></div>			
16. SIGNATURE	17. TITLE	18. DATE	

**Requestor Name:** \_\_\_\_\_ **Resource Order#:** \_\_\_\_\_

**Incident Supervisor:**  
 Comments:  
 \_\_\_\_\_  
 Name and Position: \_\_\_\_\_ -  
 \_\_\_\_\_  
 Contact Phone and  
 Email: \_\_\_\_\_  
 Do Not Recommend     Recommended    Signature &  
 Date: \_\_\_\_\_

**Subject Matter Expert:**  
 Supply     Ground Support     Communications     Computer Specialist     Other: \_\_\_\_\_  
 Comments:  
 \_\_\_\_\_  
 Name and Position: \_\_\_\_\_ -  
 \_\_\_\_\_  
 Contact Phone and  
 Email: \_\_\_\_\_  
 Do Not Recommend     Recommended    Signature &  
 Date: \_\_\_\_\_

**Incident Agency Representative:**  
 (Agency Administrator, IBA, Finance Section Chief, Admin Representative, etc.)  
**Decision:**  
 Do Not Approve     Approved  
 Approved with the following contingencies:  
 \_\_\_\_\_  
 Comments:  
 \_\_\_\_\_  
 Name and Title: \_\_\_\_\_    Signature & Date: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

**Supply Unit:**  
 Sent to dispatch on: (date) \_\_\_\_\_    Resource Order(s) Assigned: **S**- \_\_\_\_\_