



## NORTHERN ROCKIES TIRE REPLACEMENT GUIDANCE

Ordering Manager shall ensure tires received from the retailer meet the tire specifications requested. Any deviations offered by the retailer must be approved by the incident prior to acceptance. Tires shall not have been manufactured more than 3 years prior to the request date.

### Agency owned equipment – Tire Replacement:

**Follow this procedure for replacement when the resource believes the damage is related to incident use:**

1. Complete an **OF-289 Property Loss and Damage Report** form, with the approvals on page 2. This form can be found at:  
[http://gacc/nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](http://gacc/nifc.gov/nrcc/nrcg/committees/business_committee.htm)
  - a. The resource requesting the replacement must complete the form with specific documentation regarding how the tire(s) were damaged/destroyed on incident.
  - b. All additional documentation and signatures shall be obtained (witness statement, supervisor, subject matter expert) prior to submission for approval.
  - c. Photos shall accompany the request whenever possible.
  - d. The Northern Rockies Tire Replacement Order Form shall accompany the request. This form can be found at:  
[http://gacc/nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](http://gacc/nifc.gov/nrcc/nrcg/committees/business_committee.htm)
2. Form OF-289 and all supporting documentation shall be presented to the approving official (i.e. Incident Business Advisor or Agency Administrator). Approving officials should take into consideration all provided documentation, statements and photos when making an approval determination. Refer to the document titled [Federal Agency Vehicle Property Damage - Incident Response Frequently Asked Questions](#) for guidance on incident tire replacement and the definition of normal wear and tear of tires.
3. Tires will be ordered only when accompanied by the following:
  - a. Approved OF-289 with all signatures.
  - b. Northern Rockies Tire Replacement Order Form.
  - c. Supply resource order number (S#). Resource order shall contain the number of tires approved, vehicle description for which tires are being purchased, tire vendor name and location, and purchasing method (Fleet card, Buying Team name or local purchaser's name).

## Contracted Resource - Tire replacement:

### **Follow this procedure for contractor invoice deduction:**

1. Complete the Northern Rockies Tire Replacement Order Form.
2. Provide order form to the Buying Team or local purchaser.
3. Provide Finance with copies of form and receipts for contractor invoice deduction.

### **TIRE INFORMATION AND INSPECTION:**

Some agencies have tire requirements that exceed DOT requirements (e.g. maximum tire age, minimum tread depth, etc.). Government-owned vehicles must comply with agency-specific tire requirements, where applicable.