NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN COORDINATING GROUP

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INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 30 – PROPERTY MANAGEMENT

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Approved:
Rocky Mountain Coordinating Group

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document(s):	NWCG HB2_30	2 Pages
Superseded Document(s) by Issuance Number and Effective Date	NWCG HB2_30 (RM/GB 2010-2, 3/01/2010)	2 Pages

Digest:
Clarifies responsibilities of the incident agency
Clarifies property status of agency vehicles

PROPERTY MANAGEMENT PROGRAM PROCEDURES

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

PROPERTY ACCOUNTABILITY CONTROLS

Accountable Property Tracking All accountable property assigned to Incident Management Teams (IMTs), transportation units, dispatch centers, etc. will be tracked using established government forms. Agency and rental vehicles are considered accountable property.

Issues, Transfers and Returns Issues, transfers and returns of accountable property will be tracked using incident-specific forms showing both the assignment and return of accountable property to/from an individual.

Damage/Loss Documentation Copies will be provided to the Finance Section for follow-up action and as documentation for potential claims. The Finance Section is responsible for ensuring documentation is completed as per host agency guidelines and forwarded to the incident agency and individual's home unit.

CLEARANCE AND DEMOBILIZATION PROCEDURES

The Incident Management Team or other incident unit will ensure all accountable property (rental vehicles and agency owned vehicles (AOV)) are inspected upon return or release and appropriate forms completed to document damage prior to an individual's release and return of the vehicle to the rental company or home unit.