

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2  
ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS**

**DENVER, CO/OGDEN, UT**

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2**

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**CHAPTER 30 – PROPERTY MANAGEMENT**

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**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.

<b>New Document(s):</b>	NWCG HB2_30	Pages 1
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	None	Pages

**Digest:**

**35 – Clarifies that rental vehicles are to be treated as accountable property. Procedures outlined in this chapter for tracking accountable property shall be followed for rental vehicles.**

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)  
CHAPTER 30 – PROPERTY MANAGEMENT**

35 – PROPERTY ACCOUNTABILITY CONTROLS

Rental vehicles shall be treated as accountable property. Procedures outlined within this section and Section 36 Clearance and Demobilization Procedures will be followed for rental vehicles.

1. Accountable Property List. Rental vehicles assigned to Incident Management Teams, Transportation Units, Dispatch Centers, etc. will be tracked.
2. Issues, Transfers and Returns. Rental vehicle issues, transfers and returns will be tracked as outlined in the parent text.
4. Damage/Loss. The individual responsible for or assigned a rental vehicle is responsible to document damage on the Property Lost or Damage Report, OF-289. These reports shall be maintained in the Finance files as backup for potential contract claim.

36 - CLEARANCE AND DEMOBILIZATION PROCEDURES. The Incident Management Team or other incident unit will ensure rental vehicles are inspected upon return and appropriate forms completed to document damage prior to an individuals release and return of the vehicle to the rental company.