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## Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

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This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

### CHAPTER 30 – PROPERTY MANAGEMENT

**Supplement No.:** RMCG-2016-3

**Effective Date:** April 9, 2016

**Duration:** Effective until superseded or removed

**Approved:** Rocco Snart, Rocky Mountain Coordinating Group

A handwritten signature in blue ink, appearing to be "R. Snart", is written over the name Rocco Snart.

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 Post by document; remove entire superseded supplement and replace with this supplement.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

**New Document:** RMCG-2016-3, 6/1/2014, 2 pages

**Superseded Document:** RMCG-2015-3, 4/1/2014, 2 pages

**Digest:**

- Clarifies responsibilities of the incident agency
- Clarifies property status of agency vehicles

### PROPERTY MANAGEMENT PROGRAM PROCEDURES

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## **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.