

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 30 – PROPERTY MANAGEMENT

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CHAPTER 30 – PROPERTY MANAGEMENT

This chapter sets forth procedures governing property management requirements relating to incident activities. These procedures apply to all incident operations.

30.04 – Responsibilities.

1. Agency Administrator is responsible for providing agency property management guidelines and/or procedures to incident personnel.
2. Buying Team Leader is responsible for:
 - A. Reporting the purchase of accountable property to the incident agency.
 - B. Following incident agency guidelines for the purchase of accountable property.
 - C. Working with the incident agency to establish a set of guidelines for the current incident assignment if no guidelines are in place.
3. Incident Commander has overall responsibility for establishing and maintaining a sound property management program for the incident.
4. Supervisors are responsible for informing subordinate personnel of their property accountability responsibilities and ensuring adherence.
5. Incident personnel are responsible for the care, use, and custody of property (government and private) for prompt return of unneeded property, and for promptly reporting lost or damaged property. (See Section 35.4-5.) Individuals will order, use, and return property in a cost-effective manner. If an individual assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS units, etc), they are responsible for obtaining a resource order for documentation and must adhere to property management procedures.

30.05 – Definitions. Definitions used throughout this handbook are located in the Zero Code. Specific definitions unique to a chapter are found within that chapter.

31 – PROPERTY MANAGEMENT PROGRAM PROCEDURES. An effective incident property management program should include the following:

1. Establishment of areas where property may be stored and protected.
2. Designation of individuals to receive property and establish receipting procedures.
3. Establishment of property identification and marking procedures for accountable and durable property.
4. Designation of individuals to issue property and establish property accountability controls.
5. Establishment of property clearance and demobilization procedures. These responsibilities must be delegated to individuals who are qualified to perform the duties.
6. Establishment of procedures to ensure compliance with the principles of ethical conduct regarding waste, fraud, and abuse.

32 – INCIDENT BASE SECURITY/STORAGE. Property stored at incident base must be adequately protected to prevent theft or vandalism. A specific area must be designated for property storage. Access to the area is restricted at all times and under the observation of individuals with designated property management responsibilities. Appropriate protection measures may include use of agency law enforcement personnel, state and local law enforcement agencies, or private security agents.

33 – PROPERTY RECEIPTING PROCEDURES. Property and supplies may be furnished from various sources and prompt reports of receipt must be made to the incident agency. Shipments are generally accompanied by a packing list, bill of lading, or other shipping document. The Supply Unit must verify that items shipped are received and must, in all cases, note shortages, overages, and damages and share this information with Buying Team personnel or others as

necessary. When shipments are not accompanied by documents, the receiving unit must inventory and acknowledge receipt on the Interagency Incident Waybill, OF-316 (See Section 38, Exhibit 01) or appropriate document. Any information available from shipping containers or persons making delivery must also be noted.

1. From Government Sources of Supply.
 - A. Agency Caches and Warehouses. Acknowledge receipt on Interagency Incident Waybill, OF-316 (See Section 38, Exhibit 01) or appropriate document.
 - B. Other Agencies, State and Local. Use packing lists or other documents accompanying shipments to acknowledge receipt (See Section 38, Exhibit 01).
2. From Commercial Sources of Supply. When incident orders for property and supplies cannot be filled by agency or GSA supply systems, orders may be placed with commercial sources for direct delivery to the incident base. Incident agency procurement regulations must be followed. The incident order number and request number, e.g., E#, S#, must be indicated on all receipts and documentation.
 - A. Government Charge Cards and Convenience Checks. Receipt of property and supplies purchased by these methods must be acknowledged by an original bill, sales slip, cash register tape, or invoice. (See Chapter 20, Section 24 for acquisition methods.) The charge card holder/convenience check writer is responsible to provide copies of sales slips, etc to the incident agency. Use of government charge cards may be restricted by issuing agency or the incident agency for the purchase of accountable property. The cardholder must follow the more restrictive of their home agency or incident agency policy.
 - B. Blanket Purchase Agreements/Charge Accounts. The incident agency may establish blanket purchase agreements or charge accounts for materials and supplies with local vendors. Sales slips or delivery tickets must include a legible signature by the individual receiving the merchandise.

34 – IDENTIFICATION. Property received from the incident supply system is generally identified as government property. If not, or if property is received directly from a commercial vendor or GSA, it must be identified as government property.

1. Accountable Property. Items with a purchase price of \$5,000 or more (USDI or USDA), or items that the incident agency considers sensitive, e.g., cameras, chainsaws, personal or laptop computers, are accountable property.

State and other federal agencies may have established a different purchase price for accountable and sensitive property. This property is generally tagged with an agency identification number. Property obtained through the cache system may be designated as trackable property and should be handled the same as accountable or sensitive property.

Incident management teams (IMT) or buying teams should create a separate tagging/tracking system for property procured or rented for the incident from commercial sources in order to facilitate the disposal of the property to the correct location at the end of the incident, e.g., a label that contains item, value, resource request number, incident name, date purchased, and location for return at end of incident, can be used as a tracking tool.

2. Durable Property. Durable property includes those non-accountable items, which have a useful life expectancy greater than one incident, e.g., sleeping bags, water handling accessories, tents, headlamps, tools. This property may be marked with paint or etching to show “US GOVT” or an agency-specific marking.

3. Consumable Goods. Consumable goods are items normally expected to be consumed on the incident, e.g., batteries, Meals Ready to Eat (MREs), plastic canteens, petroleum products. This property is not marked.

4. Trackable Property. Items maintained by a cache that are tracked due to their dollar value, durability, and potential sensitive property classification will be engraved or tagged with a cache identification

number. Trackable property does not meet the dollar threshold of accountable property.

35 – PROPERTY ACCOUNTABILITY CONTROLS. Property and supplies obtained from all sources of supply are under the control of the incident agency.

1. Accountable Property List. The incident base must maintain a list of accountable property assigned as an aid to property control. This list must show the agency property and serial numbers assigned to the property and may include additional property items deemed sensitive by the incident agency.

2. Issues, Transfers, and Returns.

A. Issues to Personnel. The transfer of all durable and accountable property must be recorded at the time of issue. The Interagency Incident Waybill, OF-316, (See Section 38, Exhibit 01) or approved automated application may be used.

B. Transfers Between Personnel. To transfer assigned property to another person, obtain and record the name of the individual to whom the property is being transferred, notify their supervisor, and give to the Supply Unit Leader.

C. Transfers Between Crews. To affect a mass transfer of property between crews, the crew supervisor shall ensure that an accurate accounting of property is made, that names of individuals accepting the property are recorded, and notification of the transfer is given to the Supply Unit Leader.

D. Transfers Between Incidents. When property is transferred directly from one incident to another, the Supply Unit Leader will document all items to be released. The documentation should consolidate groupings of similar items, e.g., supplies, equipment, and must include the following:

- (1) The National Fire Equipment System (NFES) number.
- (2) Item Number.

- (3) Quantity.
- (4) Description.
- (5) Property number, if the property is accountable or trackable.
- (6) Receiving incident name, incident number, and resource order/request number.

The Supply Unit Leader shall report the transfer(s) to the incident agency and to the servicing cache upon completion of the documentation. This process for cache items may be facilitated through an automated program with the cache system.

The cache will credit the issuing incident for these items and assign them to the receiver. The Fire Loss/Use Tolerance Report will then reflect accurate numbers for both incidents. Three copies of the documentation are required: the incident agency (Final Incident Package), the servicing cache, and the Supply Unit Leader's records.

E. Returns from Personnel. Items returned by incident personnel are inspected and compared with the quantities recorded on the original waybill document. Shortages or damages must be noted in the Remarks section on the receipt form. (See Section 35--5.)

3. Property Utilization. Issued property/supplies that become unusable should be reported to the incident Supply Unit. The Supply Unit Leader should identify excess supplies and work with the servicing cache as soon as possible to facilitate return of the items.
4. Damage/Loss. The individual responsible for or assigned the property is responsible to document loss or damage on the Property Loss or Damage Report, OF-289 (Section 38, Exhibit 03 or available electronically at www.gsa.gov) or appropriate incident or home unit form(s). The individual, supervisor, and witness document facts and circumstances on the form. The Incident Commander or Logistics Section Chief shall review, sign, and take any follow-up action. All reports of loss or damage must be submitted to the incident agency.

A. Government Equipment. The home unit normally adjudicates government equipment damage/loss reports to ensure the correct accounting code is charged.

B. Government Property. The incident agency should limit replacement to those expendable items that are used up on the incident or items, such as hose fittings, that are “acquired” by the incident through the normal firefighting efforts. These expendable items can be replaced at the incident or the incident can approve an Incident Replacement Requisition, OF-315 (See Section 38, Exhibit 02) for replacement of expendable items at the home unit.

IMTs cannot authorize replacement of non-expendable or non-standard cache items. The IMT provides documentation to the incident agency for review and determination. The incident agency may authorize, through written documentation to the home unit, replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. However, non-standard cache items should be replaced by the home unit. The incident agency may require that damaged property be turned in before replacement is authorized.

Property numbered items must be carefully tracked and property records documented. Replacement should be handled by the home unit.

C. Contractor Property. Contractor owned property, e.g., hose, fittings, PPE, tents, may not be replaced through incident supply. Contractor must document damaged or lost property and submit the claim through the Procurement Unit Leader or Contracting Officer for determination. Do not issue an Incident Replacement Requisition, OF-315 to a contractor.

5. Fire Loss Tolerance. A goal of property management on incidents is to prevent the loss of property and supplies. To accomplish this goal, IMT and incident agencies should review and follow loss tolerance guidelines. The Incident Commander is accountable for meeting acceptable fire loss use rate guidelines. These guidelines are frequently a percentage of the

durable property. Fire Loss/Use Rate is defined as all property and supplies lost, damaged, or consumed on an incident.

National, geographical and local cache managers monitor incident ordering and returns to ensure stocking levels are adequate to meet current and projected needs. Inventories are established on an average use rate.

If the loss of durable items exceeds loss tolerance guidelines, and it is known prior to the release of the IMT, the IMT will provide documentation of the loss to the incident agency and the servicing cache.

6. Accountable Property. At the end of the incident, all accountable property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or National cache. If accountable property is missing, damaged or unserviceable, complete the forms as noted above in Section 35-4.

7. Property Record Reconciliation. The Logistics Section will provide the incident agency with documentation of receipt and return of all accountable and durable property. Differences will be documented as in Section 35--6.

36 – CLEARANCE AND DEMOBILIZATION PROCEDURES. Upon receiving instructions to demobilize, property management personnel shall ensure adequate staffing to effect closure in an efficient and timely manner.

1. Return of Property. After checking in property (accountable and durable), property management personnel shall inspect all property. If property is damaged to the extent that it is uneconomical to repair, a record must be made of the items, quantities, serial numbers, and agency property numbers. Return all property and supplies to the appropriate locations using a waybill document.

2. Clearance. Logistics and Finance/Administration Sections shall coordinate during demobilization to ensure property is returned. An individual's final time report must not be processed until clearance is obtained from the Logistics Section Chief. If a regular government employee or cooperator is to be held liable for property loss, the Finance/Administration Section will submit the appropriate incident

agency Property Loss or Damage form(s) to the incident agency for submission to employee's or cooperator's home unit. A casual's deduction will be made on the Emergency Firefighter Time Report, OF-288. A contractor's deductions will be made on the Emergency Equipment Use Invoice, OF-286 or other established payment document.

3. All Other Property Records. All other property records, such as receipts and issues, must be forwarded to the incident agency for necessary action.

37 – RECYCLING AT INCIDENT BASE. Federal Executive Order No. 12873 requires federal agencies to promote cost-effective waste reduction and recycling of reusable materials for wastes generated by federal government activities. Public Law 103-329 [H.R. 4539], Sec. 608 authorizes all federal agencies to receive and use funds resulting from the sale of materials recovered through recycling or waste prevention programs.

Recycling at incident base requires coordination with the incident agency. The incident agency provides information on recycling procedures and requirements to the IMT at the Agency Administrator briefing.

The Logistics Section will manage incident recycling. Incident agency recycling guidelines should provide details for collecting and storing of material, and arranging for pickup and disposition.

Initiating recycling could include the following steps:

1. Determine if recycling is an option. Coordinate with the incident agency and use established agreements or contracts to the extent possible.
2. Identify what items can be recycled and how they will be disposed. If the incident agency does not have a program in place, check to see if collection services are available locally. Items may be separated for pick up by local charitable organizations. A disposition plan for recycling materials should include collection points and disposition.
3. Demobilization. The Logistics Section will coordinate with the incident agency to ensure all recyclable material is disposed of properly.

38 – EXHIBITS.

38 – Exhibit 01

INTERAGENCY INCIDENT WAYBILL, OF-316

Date	Time	INTERAGENCY INCIDENT WAYBILL			Page 1 of _____
Ship To			Shipped From		
Incident name			Carrier/Driver name:		
Incident number		Vehicle number		Trlr number	
Accounting/Mgmt Code		Pieces		Weight	
Contact name/phone		ETD		ETA	
HAZARDOUS MATERIALS DECLARATION					
Proper Shipping Name		Hazard Class	Identification Number	Packing Group	Total Quantity
This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.					
Signature of Shipper				Emergency Response Phone Number	
Item #	NFES #	Quantity	U/I	Item Description	Property Number
Received by (signature)		Position Title		Date/Time	

7540-01-475-4307

OPTIONAL FORM 316 (4-2000)



50316-101

COPY 1 SHIPPER

38 – Exhibit 01 – Continued

INTERAGENCY INCIDENT WAYBILL, OF-316

Interagency Incident Waybill Instructions

The completion of this form: 1. insures that hazardous materials shipments are listed in the required format.
2. documents the return of supplies from an incident.

The completion of this form is the responsibility "Ship From" unit. This would be the Supply Unit Leader (SPUL) at an incident; the Cache Manager (FCMG) or delegate at an incident support cache.

Ship To: Enter the unit name and physical street address. Do not use a P.O. Box.

Ship From: Enter either the name of the incident base or the address from where the load is being shipped.

Incident Name: Name of the incident.

Incident number: Do not forget the state identifier.

Accounting/Management Code: Enter Original numbers assigned, P number and BLM charge codes.

Contact/Phone: Name and telephone number in case of questions or a problem with the shipment.

Carrier/Driver/Vehicle #: Name and number of the vehicle and driver.

Pieces: Number of cartons/boxes/packages on the delivery.

ETD: Estimated time of departure from "Ship From" location.

ETA: Estimated time of arrival to "Ship To" location.

Hazardous Materials Declaration: Complete per 49 CFR. If you are not trained in the proper handling of hazardous materials, obtain assistance from qualified individual.

Total Quantity: Total, gross or net, including unit of measurement.

Hazardous material must be entered as the first item or highlighted on this form. Hazardous materials must be correctly labeled and placarded.

Emergency Response Phone Number: Obtain from local unit with incident responsibility. Must be a 24-hour, on-call response number.

Item #: Incident use to identify a specific line item.

NFES #: National Fire Equipment System assigned number.

Qty: Quantity

U/I: Unit of issue

Item description: name of the item.

Property number: Entered if the item being returned has an assigned property number.

Medical waste must be transported to a licensed facility for proper disposal. Do not ship medical waste to an incident cache. Recycling of plastics, cardboard, etc., is highly recommended and is the responsibility of the incident.

38 – Exhibit 02 – Continued

INCIDENT REPLACEMENT REQUISITION, OF-315

INSTRUCTIONS FOR INCIDENT REPLACEMENT REQUISITION

TYPE I or TYPE II INCIDENTS

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or Type II incident management team is assigned. The SPUL approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the Supply Unit and forwarded to the geographic area cache.
- All national geographic area caches will accept Incident Replacement Requisitions.
- Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

TYPE III or TYPE IV INCIDENTS

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the host unit and forwarded to the geographic area cache.
- All national geographic area caches will accept Incident Replacement Requisitions.
- Type III and IV incident approvals are limited to the Agency Administrator or Representative (i.e., Fire Management Officer).

Replacement orders must be processed within 30 days of control of incident.

The incident's servicing cache may forward completed requisitions to the requesting unit's geographic area cache for processing.

If a cache is unable to fill the request (i.e., does not stock item), the cache will forward request to the closest cache that does stock the item for processing.

OPTIONAL FORM 315 (4-2000) BACK

38 – Exhibit 03

PROPERTY LOSS OR DAMAGE REPORT, OF-289

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO.	2. ID NO. (Form OF-288, Emerg. Firefighter Time Report)
		3. ISSUED TO (Name and Address)	
4. ISSUING OFFICE OR CAMP NAME			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE (Mark one with "X") <input type="checkbox"/> Regular Govt. <input type="checkbox"/> Casual Firefighter <input type="checkbox"/> Other	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property No., if applicable)			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damage to property listed:			
10. SIGNATURE		11. DATE	
12. Witness report:			
13. SIGNATURE		14. DATE	
15. Fire Boss or Property Control Officer comments regarding loss or damage:			
16. SIGNATURE	17. TITLE	18. DATE	

NSN 7540-01-124-7834

OPTIONAL FORM 289 (9-81)
 USDA/USDI
 50289-101