

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

## 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	2 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NWCG HB2_30 (RM/GB 2008-3, 4/7/08)	2 Pages

### **Digest:**

31 – New section which clarifies responsibilities of the incident agency.

35 – Revises entire section.

36 – Amended to include agency vehicles.

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

### **31 – 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.

### **35 – PROPERTY ACCOUNTABILITY CONTROLS**

1. 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.
2. Issues, Transfers and Returns. Issues, transfers and returns of accountable property will be tracked using either the Report of Transfer or Disposition or Construction of Property (Form AD-107), Receipt for Property (Form DI-105), or other incident-specific form showing both the assignment and return of accountable property to/from an individual.
3. Damage to vehicles. Reference the IIBMH Chapter 60 Section 62 to properly document vehicle damages and accidents.
4. Damage/Loss Documentation. The individual assigned accountable property is responsible to document loss or damage on the Property Loss or Damage Report, OF-289 or the appropriate incident or home unit form(s). The Incident Commander or Logistics Section Chief shall review, sign, and take any follow-up action. 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.

### **36 - 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 individuals' release and return of the vehicle to the rental company or home unit.