



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
AMENDMENT**

**CHAPTER 30 – PROPERTY MANAGEMENT**

**Supplement No:** NR-2009-5

**Effective Date:** March 17, 2009

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Len Dems*

**LEN DEMS  
Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last supplement to the Northern Rockies Supplements was NR-2009-4.

<b>New Document</b>	NR-2009-5 (NWCG HB2_30)	3 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2008-5	7 Pages

**Digest:**

33- Identifies website for Northern Rockies Cache Management Plan.

34- Identifies the purchase price for sensitive items for agencies in the Northern Rockies.

35.2 – Deletes Issues, Transfers, and Returns information.

35.4.B. – Clarifies government property section for Northern Rockies agencies.

### 33 – PROPERTY RECEIPTING PROCEDURES

For all property and supplies ordered and received from the cache, please refer to the Northern Rockies Cache Management Plan (Northern Rockies Cache, Coeur d’Alene Cache, and Billings Cache) at the following website: <http://www.fs.fed.us/r1/fire/nrk/index.htm>.

### 34 – IDENTIFICATION

Property received from the incident support system is generally identified as government property. If the property is received directly from a commercial vendor or GSA, it must be marked as state or federal government property.

1. Accountable Property. Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or \$2,000 (State of Idaho) or more, or items which the incident agency considers sensitive, such as cameras, computers, chainsaws and radios, are accountable and are marked with an agency identification number.

### 35 - PROPERTY ACCOUNTABILITY CONTROLS

4. Damage/Loss. When property theft has occurred the law enforcement agency, with jurisdiction, shall be notified. The incident agency is to be provided with the appropriate documentation:

Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112, (USDA and IDL)

Report of Lost or Stolen Property, DS-92 (MT DNRC)

Report of Survey, DI-103 (USDI)

#### B. Government Property

The incident agency **may authorize**, through written documentation **to the home unit**, replacement of non-expendable or nonstandard cache government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. The incident agency may require that damaged property be turned in before replacement is authorized.

- IMT’s cannot authorize replacement of non-expendable or nonstandard cache items unless authorized to do so by the incident agency.
- If a nonstandard cache item was damaged on the incident due to a **specific event**, e.g. wind destroys a tent or tree bends a saw bar, the incident may issue an “S” Resource Order number on an Incident Replacement Requisition, OF-315 authorizing the replacement item to be obtained by the home unit and charged back to the incident.
- Items purchased with appropriated money by the home unit and worn out through normal use, in project or fire suppression activities, must be replaced by the home unit with home unit funds, and not incident funds.

- Replacement of items which become worn out on a particular incident and have a useful life expectancy greater than one incident will remain the responsibility of the home unit which originally purchased the item. Incident personnel are not authorized to approve replacement of these items with suppression dollars, or to issue "S" numbers for the home unit to charge replacement items back to the incident.