

## INCIDENT REPLACEMENT POLICY AND PROCEDURES GOVERNMENT PROPERTY

### POLICY:

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
NWCG HANDBOOK 2, PMS 902, FEBRUARY 2008, AMENDED MAY 2009

### 35 – PROPERTY ACCOUNTABILITY CONTROLS

Property and supplies obtained from all sources of supply are under the control of the incident agency.

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](http://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 nonstandard 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.

### PROCEDURE:

1. Incident will prepare an OF-315 - Incident Replacement Requisition or ICS 213 - General Message Form, for review by the Incident Business Advisor (IBA)/Agency Official. The incident may need to FAX the OF-315 to Dispatch for review by the Incident Agency.
2. Incident Business Advisor/Agency Official will review OF-315.
  - a. If ALL items are approved, the IBA/Agency Official will sign and date the OF-315.
  - b. If PARTIAL approval, IBA/Agency Official will put a line through, initial and state next to the item that it is “NOT APPROVED”. The IBA/Agency Official will sign and date the OF-315.
  - c. If NONE of the items are approved, the IBA/Agency Official will write in BOLD across the OF-315 “NOT APPROVED”. The IBA/Agency Official will sign and date the OF-315.
3. If not on site, the IBA/Agency Official will FAX back to the incident camp after review.
4. Dispatch will assign a block of “S” numbers for “Incident Replacement”. The incident camp will assign “S” numbers for approved items. Damaged property will be turned in before an “S” number is assigned.

## **INCIDENT REPLACEMENT POLICY AND PROCEDURES CONTRACTOR OWNED PROPERTY**

### **POLICY:**

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NWCG HANDBOOK 2, PMS 902, FEBRUARY 2008, AMENDED MAY 2009

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

Property and supplies obtained from all sources of supply are under the control of the incident agency.

- 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.

### **PROCEDURES:**

When the Government requires a Contractor to leave Contractor-owned hose and/or fittings at the incident the Government will:

1. **Re-assigned** – the hosting incident will provide the Contractor with a signed AD-107 form “Report of Transfer of Property” (or equivalent). The Contractor should file a claim prior to leaving the incident where the Contractor owned hose and/or fittings were left using the signed AD-107 and value of the hose as documentation.

The Contractor shall present the signed AD-107 form to the supply unit at the re-assigned incident who will loan the Contractor government furnished hose and/or fittings. At the time of demobilization, all property shall be returned.

2. **NOT Re-assigned** – the Contractor should file a claim with the incident where the Contractor owned hose and/or fittings were left using the signed AD-107 and value of the hose as documentation.