

**Property,
Cache, and
Fire
Replacements
Guide
Region 5**

Incident/Fire Replacement

During and prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed or damaged during the incident. There is a distinct difference in the process to replace cache equipment and supplies and non-cache/specialized equipment.

The following processes cover federal and cooperator resources. THESE PROCESSES WILL NOT BE USED FOR CONTRACTOR OR EMPLOYEE PERSONAL PROPERTY.

Cache Item Replacements Process

1. Who is Responsible

Type 1 and 2: The incident Supply Unit Leader (SPUL) is responsible for handling incident replacement requests when an incident management team is assigned.

Type 3 and 4: The incident unit Line Officer or Agency Representative (AR), such as the Fire Management Officer (FMO), will be responsible for handling incident replacement requests.

2. Source Documents

Type 1 and 2: The SPUL approves replacement requests based on Engine Accountability Sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

Type 3 and 4: Same as Type 1 and 2 except AR will approve replacement requests.

3. Replacements when resource is still assigned

Type 1 and 2: If equipment and/or supplies are available at the incident the request is filled at the Supply Unit. If equipment and/or supplies are unavailable at the incident, 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.

Type 3 and 4: Same as Type 1 and 2 except the incident unit will fill the replacement request.

4. Replacements unable to be filled during demobilization

Type 1 and 2: If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an OF-315, Incident Replacement Requisition, (NFES 1300) will be completed by the Supply Unit and forwarded to the geographic area cache. Authorized approvals and signatures MUST be included on the requisition to the geographic area cache.

For Type 1 and Type 2 incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander, Agency Administrator or Representatives. The order will be shipped to the address listed on the OF-315.

Type 3 and 4: Same as Type 1 and 2 except the AR will approve the OF-315.

Non-Cache Item Replacement/Repair Process

All non-cache items not available through the cache (e.g. sleeping bag and specialty packs) will be replaced with like cache items. Replacement for normal wear and tear is through home unit project funds.

Specialized equipment (non-cache and non-expendable) brought from the home unit must be documented on a resource order and appropriate to the incident position. Use of the property must be approved by the IMT or AR. For replacement with incident funds, the item must have been clearly damaged or destroyed on the incident. See below on other documentation processes required if items are lost or damaged on the incident.

5. Who is Responsible

Type 1 and 2: The incident agency is responsible for approving non-cache and non-expendable property replacements or repairs. This approval authority may be delegated by the Forest Supervisor to the Incident Business Advisor, Finance Section Chief, or Logistics Section Chief.

Type 3 and 4: The incident unit Line Officer or AR, such as the Forest FMO will be responsible for handling incident replacement requests.

6. Source Documents

Type 1 and 2: The General Message ICS-213 and OF-289, Property Loss and Damage Report-Fire Suppression will be used to request consideration for replacement or repair of these items. Once approved, an S number will be assigned by the incident.

Type 3 and 4: Same as Type 1 and 2 except AR will approve replacement requests and the incident agency will issue the S number.

7. Replacements/Repairs when resource is still assigned

Type 1 and 2: Along with the resource order form, the approved ICS-213 will be used by the incident to replace or repair the non-cache item. If the requesting resource is not

being immediately demobilized, then the Supply Unit will place a resource order for approved items through appropriate channels. The order will be shipped to the incident and replacement will take place at the Supply Unit.

Type 3 and 4: Same as Type 1 and 2 except the incident unit will fill the replacement/repair request.

8. Replacements/Repair unable to be filled when released

Type 1 and 2: If the requesting resource is being demobilized the resource order form and the approved ICS-213 will be used by the home unit to replace or repair the lost or damaged item.

Type 3 and 4: Same as Type 1 and 2 except the AR will approve the ICS-213.

Other Replacement Information

In some cases, the cache replacement is not acceptable on some specialty items. These items may be replaced with no more than “cache” quality and cost. The Line Officer or IBA, FSC, LSC (if delegated) must approve these requests. Stolen property shall be reported to the Security Manager. Once approved, a resource order will be issued with an S number and include the value commensurate to the cost of the destroyed/damaged item. This approval allows the requesting resource to purchase the replacement item off of the incident.

Who Pays

Incident funds can be used if the government property was damaged on the incident AND due to the incident.

Incident funds will not be used for replacement of property purchased with preparedness funds that is damaged due to normal wear and tear or employee negligence is determined.

Incident funds can be used to reimburse an employee for the use of their personal property, when a life threatening situation occurs and the employee has the means to reduce the emergency and does so. For example, use of an Eppie Pen or fire extinguisher. If personal property is expended or damaged to lessen that emergency, the employee should be reimbursed for the item(s) used. The FS-6500-229, Request for Reimbursement is completed and receipt attached for obtaining approval. A Safety Manager can approve reimbursement in such a situation.

Government vehicles such as WCF, GSA, etc. will charge to the home unit accounting code, not the incident, for normal wear and tear items. Refer to 6509.11f 38.13 for damage situations. Use Form AD-112, Report of Unserviceable, Lost or Damaged Property, to document the decision of final financial responsibility for each charge. Government vehicles are accountable personal property.

Claims

Employee Personal Property

The Military Personnel and Civilian Employees Claims Act (31 USC 3721) covers casual (AD) and regular employee claims for loss of or damage to personal property, provided possession of the property was reasonable, useful, and proper under the circumstances, and the loss or damage occurred incident to the individual's service. Employee personal property that is lost or damaged must be replaced by filing an employee claim form AD-382 or DI-570. The incident will not replace or repair personal property through the incident replacement process. Personal Property claims are filed through home unit.

Government Property: Lost / Damaged / Destroyed

Property under control of the incident agency or IMT

This section deals with government property acquired at the incident through supply unit, buying team, etc. For example, flare guns, shovels, and tents. If this property is lost, damaged or destroyed at an incident it will be documented on the OF-289, Property Lost or Damage Report, Fire Suppression. The user of the property must describe the circumstances of the loss or damage on the form. The AR, IC or LSC shall review, sign and take any follow-up action. The OF-289 package including any photos or witness statements is submitted to the Incident Agency.

The damaged/destroyed property will be returned to Supply.

Contractor Property

Contractor owned property that is damaged or lost is documented and processed as a contract claim. The claim is submitted to the incident Procurement Unit Leader or a Contracting Officer. Therefore, the incident will not replace or repair contractor owned property through the incident replacement process.

Forms Attached