CHAPTER 8
STATE-ISSUED PROPERTY MANAGEMENT

PURPOSE: This chapter deals with state government property only. For personal property claims, see Chapter 11.

RESPONSIBILITIES

All employees are responsible for the care, use and custody of all property; the prompt return of unneeded property; and for promptly reporting property that is lost, stolen, or damaged.

The Incident Commander has overall responsibility for establishing and maintaining a sound property management program for the incident.

All supervisors are responsible for ensuring that personnel under their supervision adhere to all property accountability procedures.

PROPERTY MANAGEMENT PROGRAM PROCEDURES

An effective property management program includes the following:

- Establishment of areas where the property is stored and protected
- Designation of personnel to receive property
- Establishment of receipting procedures
- Establishment of property identification and marking procedures
- Designation of employees to issue property
- Establishment of property accountability controls
- Establishment of property clearance and demobilization procedures

SECURITY AND STORAGE

Property stored at an incident base, spike camp, staging area or area office must be adequately protected to prevent theft, vandalism or damage from the elements. Access to these areas must be restricted to those personnel with designated property management responsibilities. Appropriate protection measures may include private security or agency law enforcement.

PROPERTY ORDERING PROCEDURES

Property movement between Areas, Regions and incidents shall be controlled and initiated by generating a Resource Order. This is an important link in the chain of property management. The Resource Order documents the need for property and is the initial approval level. All ordering should be done with the Incident Commander's direct or delegated approval.

PROPERTY RECEIPTING PROCEDURES

Property and supplies are furnished from a variety of sources and prompt reports of receipt must be made to the administrative unit having jurisdiction. This report of receipt may be in the form of invoices, packing lists or shipping documents. The designated receiving official must verify that the items listed are received and must note any shortages, overages, and damage. If no documents accompany the shipment, there are forms available such as Alaska Division of Forestry Warehouse Issue/Return (10-1505 – Appendix B) and State of Alaska (SOA) Property Receipt (02-657 – Appendix A) to collect the required information. There are also federal versions of these forms.

<u>From Commercial Sources of Supply (Charges)</u> - Receipt of property and supplies purchased by this method must be acknowledged by an original bill, sales slip, cash register tape or invoice. If none of these are available, use a blank piece of paper and include vendor's name, address, phone number, tax ID# and signature, along with a list of items purchased.

IDENTIFICATION
Most property received from agency support systems is identified as State or government property. Capitalized property must always be identified, or "tagged."

<u>Non-Expendable</u> - These items are usually equipment and must be identified as State or government property and are usually "tagged".

- State capitalized property is tagged with a 6, 7, or 8-digit tag
  13-xxxxx is Enterprise Technology Services property (radios)

- Federal property is usually stamped or painted with "US Govt."

<u>Expendable</u> - Items received from GSA are usually stamped "FSS"

PROPERTY ACCOUNTABILITY CONTROLS
<u>Non-Expendable Property List</u> - All units, including the incident base must maintain a list or inventory of non-expendable property assigned to it as an aid to property control. This list must show the agency tag and serial numbers assigned to the property.

<u>Issues, Transfers, and Returns</u>
- <u>Issues to Personnel</u> - The transfer of all tools and other recoverable property must be recorded at the time of issue. This can be done on a SOA Property Receipt (02-657 – Appendix A), a General Message Form (OF-213 – Form 1) or even on a blank piece of paper, as long as the proper information is recorded and the property items signed
- <u>Transfers between Crews and Personnel</u> - Transfers of property must be documented and signed for in order to maintain accountability. Forms that require the same information as issues may be used as long as the proper information is recorded and property items signed
- <u>Returns from Personnel</u> – Items that are excess to an incident's needs or those items in need of repair must be returned in a timely manner. Resources are limited and many items are cleaned and reused. Items designated as reusable and returnable are to be returned by personnel to the issuing warehouse cache or other designated point. Items returned are inspected and compared with the list and quantities recorded on the issuing document. Shortages or damages are noted and a determination will be made as to whether or not to charge the employee
- <u>Returns from Incidents</u> - Items returned that are excess to an incident's needs or those items in need of repair must be returned in a timely manner. Resources are limited and many items are cleaned and reused. Items returned from incidents must be accompanied by return paperwork to document what is being returned

  An Alaska Division of Forestry Warehouse Issue/Return Form 10-1505 – (Appendix B) should be used. Damaged items must be clearly "flagged or tagged" to help aid the warehouse in determining which items need to be repaired or discarded so that they will not be reissued in a defective state.

- <u>Damage/Loss</u> - Some damage and loss occurs occasionally because of the nature of fire suppression activities. All employees shall provide an adequate explanation when damage or loss occurs. Explanations are documented on a Federal Property Loss or Damage Report, Fire Suppression (OF-289 – Appendix D). The employee, supervisor or a witness must include any appropriate comments or statements on the form. The Incident Commander, Logistics Section Chief or Area Forester, as appropriate, shall include written comments and sign the form. A SOA Lost-Stolen-Damaged Property Review form (02-627 – Form 2) is used alone for non-fire suppression losses.

CLEARANCE AND DEMOBILIZATION PROCEDURES
Property and time recording personnel shall coordinate efforts to accomplish clearance through the Plans Section. Employees' final time reports must not be processed until clearance is obtained from the property-managing section. If employees refuse to cooperate, all facts must be recorded in writing and attached to the final time report for processing.

SUMMARY OF FORMS
Property Receipt (02-657 – Appendix A-Example). This form is used for issues and returns to/from personnel and transfers of assigned property.

Division of Forestry Warehouse Issue/Return (10-1505 – Appendix B-Example). This form is used for issues and returns to/from State warehouses and caches, staging areas, etc.

Lost-Stolen-Damaged Property Review (02-627 – Appendix C-Example). This form is always used on its own to document non-suppression losses.

Property Loss or Damage Report (OF-289 – Appendix D-Example). This form is used by the employee to report loss of property or damage during fire suppression.

General Message (OF-213 Form 1) To transfer all tools and other recoverable property that must be recorded at the time of issue. This can be done on a SOA Property Receipt (02-657 – Appendix A), a General Message Form (OF-213 – Form 1) or even on a blank piece of paper, as long as the proper information is recorded and the property items signed for

Lost Stolen Damaged Report (OF-289 - Form 2) This form is always used on its own to document non-suppression losses.

The OF-289 is often used at the field level, as it is the interagency form. The employee shall provide an adequate explanation when damage or loss occurs. The supervisor or a witness must include any appropriate comments or statement on the form. The Incident Commander, Logistics Section Chief, or Area Forester, as appropriate, shall include written comments and sign the form.

ROUTING
Reports of damage to Cache Accountable Property go through the State Fire Warehouse
Reports of damage to non-Cache Accountable Property go through the Administrative Officer in NRO in Fairbanks

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