

Chapter 8 – Property Management

PURPOSE

This chapter deals with procuring State of Alaska (SOA) government property. It also covers claims for State of Alaska, other States, and Federal government property. 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 (IC) 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 DOF Warehouse Issue/Return 10-1505](#) (Form 3) and SOA [Property Receipt 02-657](#) (Form 4) to collect the required information. There are also federal versions of these forms.

From Commercial Sources of Supply (Charges)

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.”

Non-Expendable

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.”

Expendable

Items received from GSA are usually stamped “FSS”

PROPERTY ACCOUNTABILITY CONTROLS

Non-Expendable Property List

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.

Issues, Transfers, and Returns

- Issues to Personnel
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](#) (Form 4), 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.
- Transfers between Crews and Personnel
Transfers of property must be documented and signed for to maintain accountability. This may be done on a [Property Receipt 02-657](#) (Form 4) or other form that records the same information.
- Returns from Personnel
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 and/or damages are noted, and a determination will be made as to charge or not charge the employee.

- Returns from Incidents

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 DOF [Warehouse Issue/Return Form 10-1505](#) (Form 3) 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.

INFORMATION/PROCEDURES FOR DAMAGE/LOSS OF GOVERNMENT PROPERTY

Damage/Loss

All employees shall provide an adequate explanation when damage or loss occurs. Explanations are documented on a modified [Property Loss or Damage Fire Suppression OF-289](#) (Form 5). The employee, supervisor or a witness must include any appropriate comments or statements on the form. The Incident Agency Representative will add comments and make a decision on the claim, if within their delegation, or forward the claim to the Incident Area Office. Damage claims should be submitted to the administering agency as soon as the forms are completed.

- Some damage and/or loss does occur occasionally because of the nature of fire suppression activities. All employees shall provide an adequate explanation when damage or loss occurs.
- [Property Loss or Damage Fire Suppression OF-289](#) (Form 5):
 1. Used by the employee and any witnesses to explain the circumstances; the Incident supervisor and any Subject Matter Experts (SME’s) add comments and recommendations.
 2. The Incident Agency Representative will add comments and depending on their delegation, either decide on the claim or forward to the Incident Area Office.
 3. The Area Forester may decide on claims \$5000.00 or less; the claimants will be informed, and a copy sent to the Regional Administrative Officer to log.
 4. For claims above \$5000.00 the Area Forester will forward a recommendation to the Regional Administrative Officer.
 5. The Regional Administrative Officer will review the claim and forward to the Regional Forester.
 6. The Regional Forester will decide on the claim.
 7. Once a decision has been made, it will be communicated back down the line and to the Property Custodian or other governmental agency.
- [SOA LOST/STOLEN/DAMAGED PROPERTY REVIEW 02-627](#) (Form 2): This form is not used on an incident. This form is filled out for SOA accountable and durable property by the Property Custodian (usually an Area Forester) where the property is assigned. This form is also used on its own to report non-fire suppression losses. These reports are submitted to SOA Risk Management or can be submitted through the Forestry Procurement office.

- SOA Property Salvage/Destruction: This form is not used on an incident. It is used for SOA accountable or durable property that is damaged beyond repair. Reporting this property can be done through the Forestry Procurement office. The property should not be disposed of until approval is obtained.

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](#) - Form 4.

This form is used for issues to and returns from personnel and transfers of assigned property.

[Division of Forestry Warehouse Issue/Return 10-1505](#) - Form 3.

This form is used for issues and returns to/from State warehouses and caches, staging areas, etc.

[Lost/Stolen/Damaged Property Review 02-627](#) - Form 2.

SOA use only. This form is used to report fire-suppression losses and on its own to document non-suppression losses.

[Property Loss or Damage Report](#) - Form 5.

This form is used by the employee to report loss of property or damage during fire suppression and to record the settle of the claim.

[General Message](#) - Form 1

This form can be used to transfer all tools and other recoverable property that must be recorded at the time of issue.